

Sunshine T. Sabidalas
Gabas, Baybay City, 6521
August 29, 2025

Philippine Root Crops Research & Training Center
Visayas State University
Baybay City, Leyte

Dear Sir/Madam:

I am writing to express my sincere interest in the position of **Administrative Aide III** at the **Philippine Root Crops Research & Training Center**, Visayas State University.

I am currently employed as an **Administrative Assistant I** at the **Department of Agriculture - Philippine Carabao Center at VSU**, where I handle various administrative and clerical functions including document preparation, records management, coordination of office activities, and support for day-to-day operations.

In addition to my administrative role, I am also designated as the **Regional Knowledge Management (KM) Officer**. As part of this function, I actively contribute to the documentation and promotion of institutional activities by writing and publishing articles, success stories, and knowledge products that highlight the impact of our programs in the region.

Through these roles, I have developed a strong foundation in office administration, technical writing, and information dissemination. My experience has equipped me with the organizational skills, attention to detail, and communication abilities that are essential for the Administrative Aide III position.

I am particularly drawn to this opportunity because it aligns with my professional experience and passion for supporting research and development initiatives within the VSU community. I am confident that I can make meaningful contributions to your office.

Attached are my résumé and supporting documents.

Thank you very much for considering my application.

Respectfully yours,


Sunshine T. Sabidalas