

7 June 2024

DR. PROSE IVY G. YEPES

President
Visayas State University
Baybay City Leyte

Thru: MS HONEY SOFIA V. COLIS
Director, HRMO

Dear **Dr. Yepes**,

Greetings!

Please accept my enclosed application for the position that I am applying for.

I am a father of twins, currently residing in Barangay Pomponan Baybay City, Leyte. I finished my Bachelor's Degree in Agribusiness at Visayas State University in May 2014 and just recently, I finished my Master in Public Administration at the College of Maasin. I was a former Branch Associate of Palawan Pawnshop and I have been employed there for almost three years. I encountered different kinds of personalities of customers in my previous job so I know that I can bear miscommunications properly. I believe that I have good interpersonal skills which I've been using to build a good relationship with my coworkers in the University Disaster Risk Reduction and Management, Safety and Security Office.

I started working at the Visayas State University last March 5, 2020, as a replacement to the late Admin Aide Mr. Teofilo Gofredo of the Security and Safety Office and I was appointed as the dDRC of the University Disaster Risk-Reduction and Management, Safety, and Security Office starting July 1, 2020, up to the present. It was a fascinating experience working under the security of an institution and at the same time working under the Disaster Risk Reduction and Management for the preparedness and awareness of the university in times of calamities. At first, I started from scratch since there was no proper turnover and ISO 9001:2015 certifications were starting at that time. It was a roller coaster ride in this office but I was able to manage the organizing and filing of documents and follow the quality procedure of the University with the help of my colleagues and friends in the University.

I know that I am well-suited for the position because I am a one-man staff in the office and with this experience, I can assure you that I can impart my knowledge and skills from my previous and current job. Lastly, I am always eager to learn new things for the benefit of the unit or the institution itself as well as to explore our full potential as a professional.

I would love to have the opportunity to be in the position I am applying for. I look forward to speaking more with you about this opportunity. Feel free to contact me at the email address jemuel.ocanada@vsu.edu.ph or my contact number **+639751542160** at any time.

Truly yours,

JEMUEL A. OCANADA
Applicant