

Mercedita O. Pacaldo

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September 29, 2025

Honey Sofia V. Colis
Director, Human Resource Management and Development
Recruitment Selection Placement and Personal Records Office
Visayas State University

Dear Ma'am,

I am writing to express my interest in applying for any vacant position in your department. I graduated with a Bachelor's degree in Environmental Management in September 2020 from Visayas State University, Main Campus.

I worked at the Institute of Tropical Ecology and Environmental Management (ITEEM) as a Science Research Assistant from July to September 2020. In this role, I gained valuable experience in various aspects of research, including data gathering, data encoding, and data analysis, which are relevant to the position I am applying for.

Later, I was hired by the Department of Liberal Arts and Behavioral Sciences (DLABS) as a Job Order Staff. My responsibilities included collecting documents for the Program Specification Validation (PSV) of the two programs (ABELS and MSLT) and filing them in the shared drive. Subsequently, I worked at the Department of Pest Management (DPM), where my tasks were similar to those I performed at DLABS.

Currently, I am employed as the Deputy Documents and Records Controller (dDRC) in the Faculty of Humanities and Social Sciences (FHSS). This experience has further strengthened my skills in document management and administrative support, aligning well with the position I am seeking.

In addition to my work experience, I am a flexible and dedicated individual who can efficiently perform routine tasks and embrace new challenges.

I look forward to the opportunity to contribute to your department and am hopeful for a positive response.

Sincerely,


Mercedita O. Pacaldo