

March 23, 2021

DR. MOISES NEIL V. SERIÑO

Director, ViSERDAC

Dean, College of Management and Economics

Visayas State University, ViSCA, Baybay City, Leyte

Dear Sir,

I saw a job posting at the VSU's HRIS website pertaining to your Center's need for an Instructor post. In connection to it, I am writing this letter to express my interest in applying for the said vacancy as I do believe that I meet the minimum qualifications stated in the posting.

Way before I shifted to instruction in the academe (both in basic and tertiary education), I previously worked as a Science Research Assistant of the different research studies conducted by the different project leaders in VSU. Just days after I graduated in the university, I was hired as a Science Research Assistant from May 2015 to January 2016 under the supervision of Dr. Antonio P. Abamo and Dr. Buenaventura Dargantes. I performed clerical and administrative tasks and at the same time, I also did some field works such as conducting field interviews and surveys, interacting with various stakeholders by conducting focus group discussions, data management, navigations, and analysis through SPSS and Stata Software. Our research studies were published on the respective journals of the project funders. I am also previously connected to another research project under the supervision of Dr. Eduardo O. Mangaoang of RCCRDC as a part-time economic specialist.

Also, as an internet and computer savvy, I am proficient with computer related stuffs such as developing data management systems (DMS) or database using Microsoft Access, wireless and wired networking, multimedia publishing (Adobe Photoshop, Adobe Lightroom, Sony Vegas, Virtual DJ, Audacity, etc.) computer reformatting, hardware troubleshooting, etc. I am also a trainer and an experienced user of Open Data Kit (ODK) for effective and efficient data collection. Furthermore, I can also do some financial accounting or bookkeeping tasks since I have completed six (6) units of accounting courses during my bachelor's degree, and I am also an NC III holder (National Certificate in Bookkeeping) from TESDA.

With the knowledge, learnings, and pertinent experiences in both research and instruction, I can assure you that I can competently do the job required for the position. Should you wish to contact me, you may reach me through my emails: iandavecustodio@yahoo.com / iandavecustodio@gmail.com or mobile phone thru 0917 956 5029 (Globe) or you may see my attached CV for further details.

Thank you very much and God bless!

Sincerely yours,



IAN DAVE B. CUSTODIO

Applicant