

July 26, 2023

JEDI JOY BELMONTE – MAHILUM

Visayas State University
Baybay City, Leyte

Ms. Mahilum:

Greetings!

I am Millene Ruth R. Edradan, a graduate of Bachelor of Science in Agriculture major in Plant Breeding at Visayas State University and a November 2022 Philippine Agriculture Licensure Exam passer. I am writing this letter to express my intent to apply as Part-Time Instructor at the Department of Plant Breeding and Genetics. I am optimistic that I possess the competencies to perform functions in the position. I believe that the learning experiences and insights I acquired in university have developed my strong desire to help both the environment and my countrymen.

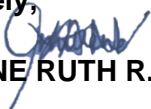
I am also convinced that I am qualified to work under your company as my research studies in judicious agricultural development from high school to college indicate my commitment and interest in agricultural research and development. I have also honed my research and statistical analysis and interpretation skills, which are essential in initiating sustainable agriculture activities and programs. In connection to this, my related on-the-job training on germplasm conservation activities and characterization of high-yielding varieties are also important to our shared responsibility to the environment. Additionally, my participation in farmer extension activities during my on-the-job training is also an attestation to my commitment to the people I am supposed to serve, being a Department of Agriculture – Biotech Scholar with Latin honors during my university days.

In my current position as a Project Technical Assistant for the Office of the Regional Director in the Department of Science and Technology - XIII Regional Office, I coordinated the overall implementation of the Grassroots Innovations for Inclusive Development (GRIND) in Caraga Region, Philippines, and performed tasks related to the preparation of project proposals, activity/training proposals, project progress reports, financial reports, and activity reports for the Regional Research, Development, and Innovation Committee. I believe this experience is an attestation to my dedication and resiliency to any position that is offered to me.

Attached are pertinent documents which may help you and the selection board evaluate my fitness for your program. I hope this application merits your favorable action.

Thank you very much!

Sincerely,


MILLENE RUTH R. EDRADAN