

July 15, 2025

ANDY PHIL D. CORTES

Director
Disaster Resilience and Management
Visayas State University
Visca, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS

Director, Human Resource Management Office

Dear **Engr. Cortes**,

I hope this letter finds you well. I am writing to express my sincere interest in Administrative Aide III Position that has recently become available within your esteemed office. My name is Carmi M. Suganob, and I am a 28-year-old resident of Barangay Pangasugan, Baybay City.

In 2018, I completed my undergraduate studies at Visayas State University, earning a Bachelor of Science in Food Science and Technology. Over the past few years, I have gained valuable professional experience in various fields. From 2018 to 2019, I worked as the Quality Control Officer at Red Ribbon Commissary in Mandaue City, Cebu. I then transitioned to a role as a Science Research Assistant at the Department of Food Science and Technology, further honing my skills and expertise in the field. Currently, I am employed as an Administrative Aide/dDRC at the Quality Assurance Center under the supervision of Dr. Joel Rey U. Acob.

Additionally, I am proud to share that I passed the Civil Service Examination (Professional Level) on August 20, 2023. This achievement reflects my commitment to personal and professional growth, and I am eager to apply my skills and knowledge in a new and meaningful capacity.

I am highly motivated to contribute my services to the Disaster Resilience and Management Office, driven not only by my genuine passion for the field but also by a deep personal connection to the institution.

If you have any questions or require further details about my qualifications, I am available for contact via phone at +639633763281 or via email at carmi.suganob@vsu.edu.ph. I would be honored to discuss how my skills and experiences align with the requirements of the position.

Thank you for considering my application. I look forward to the opportunity to contribute to your team.

Sincerely yours,



CARMI M. SUGANOB

Applicant