

CATHY P. REDUBLA

Licensed Agriculturist

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MARIO LILIO P. VALENZONA
DIRECTOR
OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT
VISCA, BAYBAY CITY LEYTE

Dear Ma'am/Sir:

It is an honor for me to apply at the VISAYAS STATE UNIVERSITY which has a personal and professional growth. I am known for my hard work and ability to get things done with impressive output. I am excited to see my qualifications and personal traits align with your needs and mission. And I'm applying for a position of ADMINISTRATIVE AIDE IV or any position that fits for my qualification.

I completed my BS degree of Agriculture Major in Plant Protection Sp. Entomology last June 2018 at Visayas State University Main Campus and currently passed the Agriculturist Licensure Exam last November 19, 2019. I also experienced research studies under queen pineapple project at VSU Baybay, Leyte and conduct extension services like interviewing farmers in the community. I worked previously at the City Agriculture Office Ormoc City as a Support Staff / Documentor and Livestock division Assistant. And also I'm a former Administrative assistant for Milk feeding program in Region 8 by performing various documentations in this program at National Dairy Authority in coordination with the DepEd Region 8 province. And now I'm currently worked at Department of Agriculture Eastern Visayas as Agriculturist 1. Mostly my work experiences are office works and technical and I learned a lot from my previous work and I'm looking forward to be a Administrative aide IV. Also I attended training for Training of Trainers for sustainable Agriculture at Agricultural Training Institute (ATI). My key strengths that would support my success in this position include:

- I strive continuously for excellence
- Leadership skills
- Reliability and work ethic
- Community involvement
- Hardworking and eager to learn new things

Please see the attached resume for more detailed description of my skills and abilities. I look forward to speak with you about the opportunity in your office. I can be reached at the above phone number and email. Please call me at your earliest convenience. Thank you and God bless.

Sincerely,

Cathy P. Redubla