

March 1, 2023

MANUEL D. GACUTAN, JR. PhD.

Head, Department of Animal Science Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

Greetings! It is of my great privilege to write in express of my interest for a job position as an Instructor at the Visayas State University known as a leading Research and Development Institute and University in the country. Please consider me as an interested applicant for the said position.

I am a former scholar of the DOST-SEI Accelerated Science and Technology Human Resource Development Program (ASTHRDP) in my graduate studies at the Visayas State University (VSU). I am eager to return the privilege and take part in delivering academic excellence as a graduate from your prestigious university. I am very confident that my technical and administrative skills and experience will be of great advantage to this job. Having obtained my Career Service – Honor Graduate Eligibility, I also passed the Licensure Examination for Agriculturist last June 2018. I have become equipped with the knowledge and skills to present myself to the position and stated below some of which to support my claim:

- I have attended and facilitated some trainings during my graduate studies in VSU particularly in agricultural extension entitled: Home-Based Feed Formulation Ration Training for Swine and Poultry and; Fundamentals of Cattle Feeding.
- I was an active officer of the College Supreme Student Council as the Auditor of the College of Agriculture and Food Sciences – Student Council during my undergraduate years in VSU.
- I was a consistent scholar in my undergraduate years of which I graduated as *cum laude* in my VSU journey.
- I worked as a scholar graduate volunteer when DOST VIII called for volunteers to work in the Department of Health Eastern Visayas – Center for Health Development (DOH EV – CHD) in response to COVID-19 pandemic. The agency acknowledged my efforts and was hired as Administrative Assistant V (COS) in the department for one (1) year.
- I worked as Project Monitoring and Evaluation Secretariat for one (1) year in the Department of Science and Technology under the Project Monitoring and Management Information System (PMMIS) unit as Project Assistant II (COS) and functioned in various DOST-8 organizational meetings and conferences in CY 2021. I was also a member of the Editorial Board as a secretariat crucial in crafting of the DOST Annual Reports and other DOST VIII publications.
- A year after, I was duly selected as Project Assistant III at the same department (DOST VIII) working closely with the Regional Director as a technical staff at the Office of the Regional Director. I worked under the program banner of DOST: Community Empowerment thru Science and Technology (CEST) in which the Regional Director is the National Coordinator. Among the functions of my work was mainly on assisting the Director, particularly in facilitating regional travels and crafting technical articles, presentations, and other documents related as output.
- I can reassure you that with my computer literacy skills in software applications such as MS Office, Adobe Photoshop, Sony Vegas Pro, Statistical Tools, and among others such as oral communication and writing skills, advanced PowerPoint presentation

skills, Audio and Video production skills, speech writing, data management and office secretariat skills will help the smooth execution of the job. I also work effortlessly well along with peers and superiors and can work with less supervision.

Attached herewith are the required documents for your reference. For the time being, I will submit my Bachelor's degree credentials along with my MS degree certification. If you find these qualifications adequate, feel free to contact me in your most convenient time.

Looking forward to working with you and the people in your respective institution. If given this opportunity, rest assured of my best performance and commitment to work. God speed!

Yours truly,


ZEDRIKKE CLIPHORDE R. FABELLA
Applicant