

August 15, 2022

DR. EDGARDO E. TULIN  
University President  
Visayas State University

THRU: DR. ROTACIO S. GRAVOSO  
Station Manager, DYDC 104.7

Dear **Dr. Tulin**

Greetings!

I am FLORDELAINA T. ALAO and I would like to express my interest to apply for the available position of Broadcast Production Supervisor at DYDC FM. I believe that I am qualified for the position. I am confident that I will be able to meet your expectations.

I am a graduate of Master of Science in Development and Bachelor of Science in Development Communication major in Community Broadcasting last 2020 and 2014 respectively both at Visayas State University, Visca, Baybay City, Leyte

At present, I am an ***Instructor I*** and designate as Program Chairperson of BS Development Communication program at Northwest Samar State University in Calbayog City, Samar. I have been teaching radio broadcasting and other communication courses for more than 5 years already. I have been designated also as Director for Instructional Materials Development and Production Office at NwSSU last 2020.

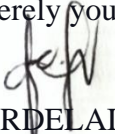
I have been the main proponent of proposing the Campus Radio at NwSSU and acquired the approval from the BOR. I also obtained a permit from the National Telecommunication Communication (NTC) last year 2021. Currently, I am the broadcast consultant for all the radio programs aired at the Campus Radio and at the same time a program producer and handler for the program Pamati Sangkay, a developmental program featuring the accomplishments of the university, and handling a music program titled Love Melody.

Previously, I was a Broadcast Announcer and Producer at DYDC FM 104.7, Visayas State University last February to June 2016. I was also a Science Research Assistant at the Department of Development Communication from November 2014 to December 2015.

I believed that my 5-year teaching experience, earned degree, experiences, and other related affiliations make me ideally suited for the job. I am very hard-working, motivated, and willing to learn more if you give me the chance to be part of your organization.

I have attached my resume, personal data sheet (PDS), and other pertinent documents for your reference. I am hoping that once you review my documents you will consider me as a valuable addition to your team. I will do whatever it takes to help your station. Thank you and more power.

Sincerely yours,

  
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