

June 6, 2024

Ms. HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

Thru: Engr. Mario Lilio P. Valenzona
Head, Physical Plant Office

Dear **Dir. Colis**:

Greetings!

I would like to apply for the **ADMINISTRATIVE OFFICER IV** (Administrative Officer II with Item No.: ADOF4-21-2024-Permanent) positions currently available at your office. I believe that I am an excellent fit for this position. Please consider me an eager applicant.

I am ANICETA M. LUMACAD, a Master of Science (Candidate) major in Agronomy and minor in Agricultural Education. Also, a B.S. in Agriculture major in Soil Science from the Visayas State College of Agriculture (Now VSU). In addition, taking up Teacher Certificate Program under the Bachelor in Secondary Education of St. Peter's College of Ormoc City. I have been working as Administrative Assistant at Alumni and Community Relations Office (ACRO). Moreover, teaching Soil Science Laboratory Classes of the Department of Soil Science for three years (1st Sem 2015-2nd Sem 2018).

I am a licensed Professional Teacher (80.60%), Agriculturist (79.33%) and Career Service Professional (86.49%) passer. Moreover, I have a TESDA National Certificates III (NC III) in Agriculture Crops Production and NC II in Organic Agriculture Production, respectively.

At present, I am an Administrative Officer II at the Graduate School, Visayas State University, Visca, Baybay City, Leyte.

Attached are my pertinent documents for your perusal.

I am looking forward to an interview at your most convenient time. Thank you and God Bless.

Very respectfully yours,



ANICETA M. LUMACAD
Administrative Officer II
Graduate School, VSU
Visca, Baybay City, Leyte
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