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Dr. Santiago T. Peña Jr.  
Vice-President for Research, Extension, and Innovation  
Bry. Pangasugan, Visca  
Baybay City, Leyte 6521-A

Dear Dr. Peña,

I am writing to express my interest in the position of Science Research Assistant at the Office of the Vice-President for Research, Extension, and Innovation. With a strong background in agriculture, experience in research and management, and current academic pursuits, I am confident that I possess the qualifications and dedication necessary to contribute effectively to your esteemed institution.

Presently, I am employed as a Science Research Specialist under your supervision at the RDE Network Secretariat Unit. My responsibilities include acting as a Deputy Document and Records Controller for the RDE Network Secretariat and Monitoring and Evaluation Unit. Additionally, I serve as the designated DOST Explore User representing VSU. These responsibilities have further honed my skills in research coordination and stakeholder engagement.

I hold a Bachelor of Science in Agriculture with a major in Agricultural Extension from Visayas State University, and I am currently pursuing my Master's degree in Agricultural Extension at the same university. My academic background, coupled with my practical experience in research and extension activities, has provided me with a solid foundation in agricultural sciences and management.

I am enthusiastic about the opportunity to join the OVPREI permanently, as I am passionate about my work here. I am confident that my skills, experience, and academic background align well with the requirements of the position.

Thank you very much for considering my application. I look forward to the possibility of contributing more to our team, and I am eager to discuss how I can be of more service to our organization.

Sincerely,



Monica E. Sacmar