

JEROME O. ARRIBADO

Director

Eco-Farm & Resource Management Institute

Visayas State University

Visca, Baybay City, Leyte

Greetings!

I am pleased to express my interest in applying as an Administrative Aide IV (Clerk II) at the Eco-Farm & Resource Management Institute. I graduated from the Visayas State University, Visca, Baybay City, Leyte, Philippines, with a Bachelor of Animal Science major in Animal Production.

I was formerly working as a Part-time Instructor at Visayas State University Integrated High School (VSUIHS) teaching Agriculture 1 and Agriculture 3. Being one of the instructors of VSUIHS, I can say that I am fulfilled because I was able to work and share my knowledge and expertise with diverse young individuals. I am confident also to say that I am very familiar with and an expert in broiler and layer raising.

Moreover, before becoming an instructor, I had been a data encoder at the Department of Animal Science and College of Veterinary Medicine and a field enumerator at the College of Forestry and Environmental Science last 2017.

Aside from that, I spent one year and five months as a community organizer at the Agricultural Training Institute Regional Training Center 8 (ATI RTC 8). With the skills and knowledge that I gained from my previous work experience, I can work effectively and significantly contribute to your organization's success.

I am willing to be interviewed at your most convenient time. You can freely contact me through this number, +63 998-337-3022.

Thank you for your consideration. God bless you!

Respectfully yours,



RUEL R. BALANA

Applicant