

**29 September 2025**

**MOISES NEIL V. SERIÑO**

Vice President for Administration and Finance  
Visca, Baybay City, Leyte

THRU: **MANUEL D. GACUTAN JR**  
Head, Department of Animal Science

September 25, 2025

Dear Dr. Gacutan,

Good day Sir! My name is Melchor G. Latras. I am writing this application to express my interest as Farm Worker II in your humble office, the Department of Animal Science, Visayas State University. As an Animal Caretaker for more than 5 years, I believe that the skills and experience, time management, recording, marketing, and my passion for handling animals as well as maintaining the cleanliness of the farm makes me a valuable candidate as Farm Worker II. I have worked and served as a JO in the Department of Animal Science for the past 5 years and 9 months.

I have become confident in my work for the past years, working effectively individually or in groups. I am looking for a permanent job where I can provide for my family, use my skills and hopefully learn new ones.

Please find attached documents for your perusal. Hoping that this letter of application brings your attention for considering me as a Farm Worker.

Thank you, and more power.

Very truly yours,

  
**MELCHOR G. LATRAS**

Applicant

Contact Number: 09641518164