

06 January 2025

LILIAN B. NUÑEZ

Head, Barangay Integrated Development Approach for Nutrition Improvement
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Nuñez,

I hope this letter finds you well. I am writing to convey my genuine interest in applying for the Science Research Specialist I (SRS I) at the Barangay Integrated Development Approach for Nutrition Improvement (BIDANI). I currently serve as the Administrative Assistant to Dr. Santiago T. Peña Jr., our Vice President for REI. However, this position is co-terminous, and I am seeking a stable role to support my career development.

Before returning to my current role at VSU, I served as Admin Aide IV at the City Mayor's Office, a position I diligently held since August 2016. My responsibilities included drafting official correspondences such as the Mayor's speeches, managing the LGU-Baybay Medicine Scholarship Program, and providing general administrative support to colleagues. In July 2019, I took on additional responsibilities at the Sangguniang Panlungsod Office, where I served as secretary during committee meetings ensuring accurate and timely documentation of meeting minutes. I also provided support to City Councilors and the SP Secretary as needed. My experience as an administrative and frontline staff at LGU-Baybay has strengthened my skills in administrative operations, collaboration, and delivering professional and efficient assistance to clients.

Moreover, I gained valuable experience through various contractual and project-based roles at Visayas State University (VSU) from 2003 to 2016. During this time, I served as a part-time Instructor in the Department of Liberal Arts and Behavioral Sciences (2014–2016), a Process Documenter for a USAID and FPE-funded Rainforestation project (2011–2013), and a Science Research Assistant at Eco-FARMI (2009–2011). My tenure at VSU honed my skills in report writing, documentation, stakeholder collaboration and coordination, training facilitation, record maintenance, and grassroots engagement—skills that proved invaluable when I transitioned to my role at LGU-Baybay in recent years.

Confident in my ability to excel in a higher-level role, I am ready to undergo any required examination or interview at your convenience. You may contact me at 09309491145 (Smart) or via email at anna.borneo@vsu.edu.ph. Thank you for considering my application and I am looking forward for the chance to make meaningful contributions to the endeavors and success of BIDANI.

Respectfully yours,



Anna Patrice S. Borneo
Applicant