

July 10, 2025

**To: SANTIAGO T. PEÑA JR.**

Vice President for Research, Extension and Innovation  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Peña,**

Greetings!

I am writing to express my interest in the Science Research Assistant position under your esteemed office. As a graduate of BS in Development Communication from Visayas State University, I bring a solid academic background, research experience, and strong communication skills that align well with the demands of this role.

From October 2024 to March 2025, I served as a Project-Based Research Staff at Southern Leyte State University, where I wrote both methods and non-methods research articles for publication in Scopus-indexed journals. I also assisted in the conceptualization, design, and preparation of project proposals and required documentation for submission to government and non-government funding agencies. In addition, I was entrusted to host activities conducted by the Research, Innovation, and Extension Services (RIES) Office and served as a lecturer on non-methods research and bibliometric analysis for students. These responsibilities deepened my expertise in research writing, proposal development, and public engagement.

Currently, I work as a Training Assistant at VSU's HRMD – Learning and Development Office, where I organize training programs, draft institutional documents, and support HR initiatives. I also serve as host and facilitator for university events, further enhancing my communication and coordination skills.

These combined experiences have strengthened my ability to manage research tasks with academic rigor, translate complex information into accessible content, and support project implementation, making me a qualified candidate for this position.

Thank you very much for considering my application. God bless!

Sincerely,

  
**RUEN A. SABANDO**  
Applicant