

February 15, 2022

DR. MARICEL A. LEORNA

Department Head
National Coconut Research Center-Visayas
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. **Leorna**:

Good Day!

I have heard from a reliable source that you are in need of an Associate Professor in your unit/center. In this regard, I am interested to apply for the said position.

I am Reyna Mae C. Caintic, 30 years old, single and have finished Bachelor of Science in Agriculture and Masters of Science major in Horticulture minor in Agricultural Extension at Visayas State University (VSU), Visca Baybay City, Leyte.

I was employed at Department of Horticulture in VSU, as Graduate Teaching Assistant (2012-2015) and as a Science Research assistant (2015-present) under the project entitled: National Cooperative Testing for Vegetable Legumes (Pole Sitao). My knowledge and exposure to different agricultural programs and projects during my employment coupled with my experiences in the conduct of study research, and assist in instruction related activities will make me competent enough for the position I applied for. In addition, I was able to publish papers related to my field of study/research.

Attached herewith are the photocopies of my Transcript of Record (TOR) and resume for your perusal.

I am hoping to hear from you soon. You can email me at reynamae.caintic@vsu.edu.ph or through this number 09105028871. Thank you very much and more power.

Respectfully yours,



REYNA MAE C. CAINTIC
Applicant