

July 03, 2023

DR. MARIA JULIET C. CENIZA

Vice President for Research, Extension, and Innovation
Head, Visayas Consortium for Agri. & Resources Program
Visayas State University, ViSCA, Baybay City, Leyte

Dear Ma'am,

I saw a job posting on the VSU's HRIS website pertaining to your center's need for an Asst. Prof. post. In connection with it, I am writing this letter to express my interest in applying for the said vacancy.


Way before I shifted to instruction in the academe (both in basic and tertiary education), I previously worked as a Science Research Assistant of the different research studies conducted by the different project leaders in VSU. Just days after I graduated in the university, I was hired as a Science Research Assistant from May 2015 to January 2016 under the supervision of Dr. Antonio P. Abamo and Dr. Buenaventura Dargantes. I performed clerical and administrative tasks and at the same time, I also did some field works such as conducting field interviews and surveys, interacting with various stakeholders by conducting focus group discussions, collect data, perform data management, navigations, and analysis through the various statistical software. Our research studies were published on the respective journals of the project funders. I am also previously connected to another research project under the supervision of Dr. Eduardo O. Mangaoang of RCCRDC as a part-time economic specialist. Currently, I am involved in around 7 research and extension projects, funded by both VSU and external funding agencies (e.g., USAID, DOST, NEDA, etc.)

Also, as an internet and computer savvy, I am proficient with computer related stuffs such as developing data management systems (DMS) or database using Microsoft Access, wireless and wired networking, multimedia publishing (Adobe Photoshop, Adobe Lightroom, Sony Vegas, Virtual DJ, Audacity, etc.) computer reformatting, hardware troubleshooting, etc. I am also a trainer and an experienced user of Open Data Kit (ODK) for effective and efficient data collection. I've also conducted trainings pertaining to quantitative statistical analysis using SPSS, JASP, and Jamovi. Furthermore, I can also do some financial accounting or bookkeeping tasks since I have completed six (6) units of accounting courses during my bachelor's degree, and I am also an NC III holder (National Certificate in Bookkeeping) accredited by TESDA.

With the knowledge, learnings, and pertinent experiences in both research and instruction, I can assure you that I can competently do the job required for the position. Should you wish to contact me, you may reach me through my emails: idcustodio@vsu.edu.ph / iandavecustodio@gmail.com or mobile phone thru 0917 956 5029 (Globe) or you may see my attached CV for further details.

Thank you very much and God bless!

Sincerely yours,


IAN DAVE B. CUSTODIO
Applicant