

April 5, 2024

**EDGARDO E. TULIN, Ph. D**  
OIC-VP for Administration and Finance  
Visayas State University

**THRU: ROTACIO S. GRAVOSO, Ph. D**  
Director  
Quality Assurance Center  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Sir**:

Greetings!

I am FLORDELAINE A. CUERBO, and I would like to express my interest to apply for the available position As Administrative Officer V (Management and Audit Officer) at your good office. I believe that I am qualified for the position, and I will be able to meet your expectations.

I am a degree holder of Master of Science in Development Communication graduated last June 2020 with an undergraduate degree of Bachelor of Science in Development Communication last 2014 at Visayas State University, Visca, Baybay City, Leyte. I am a License Professional Teacher. I am now pursuing my Doctor of Arts in Language Teaching at Leyte Normal University with 18 units so far.

Presently, I am a Project Development Officer at Baybay City Division started last January 5, 2024.

Previously, I was an **Instructor 1** and designated as Program Chairperson of the program Bachelor of Science in Development Communication at Northwest Samar State University (NwSSU), Calbayog City, Samar from 2017-2023.

I have also completed various research and extension projects funded by the university and by other government and non-government organizations. I have also attended several seminars and training in relation to instruction, research, and extension.

I believed that my 4-year teaching experience, earned a degree, experiences, and other related affiliations make me ideally suited for the job. I am very hard-working, motivated, and willing to learn more if you give me the chance to be part of your organization.

I have attached my resume, personal data sheet (PDS), and other pertinent documents for your reference. I am hoping that once you review my documents you will consider me as a valuable addition to your team. I will do whatever it takes to help you in your goals.

Sincerely yours,

  
FLORDELAINE A. CUERBO  
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