

JESMAR T. BOQUEÑA

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ALELI A. VILLOCINO

Vice-President
Office of the Vice President for the Student Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Attn: HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University - Main Campus
Baybay City, Leyte

Dear **MA'AM VILLOCINO**:

Greetings of peace!

I am Jesmar T. Boqueña, 24 years old, a Magna Cum Laude graduate of Bachelor of Science in Development Communication at Visayas State University-Main Campus, Baybay City, Leyte.

I am writing this letter to formally express my desire and strong interest to become part of the Office of the Vice President for the Student Affairs and Services - VSU Main Campus as Education Research Assistant I. With a proven academic track record, attention to detail, solid research and planning experience, and rigorous leadership training, I am eager to bring my skills, discipline, and passion to contribute to the goals of the organization particularly to the aforementioned office.

As a former researcher at the Marine Corps Center for Leadership and Excellence (MCCLE) - an office under the supervision of the Office for Plans and Programs, MC5 of the Philippine Marine Corps, I gained hands-on experience not only for research and planning but also for drafting of communication materials and military correspondence in support to organizational goals. I believe that these are significant to the role of Educational Research Assistant as the position requires foundational knowledge on research and further studies.

During my tenure, I was assigned to the Scorecard Initiative and Management Branch in which I handled the Balanced Scorecard of the Philippine Marine Corps ensuring its alignment to the goals of its mother unit - the Philippine Navy. I have also been involved in coordinating and preparing workshops, training sessions, and counterparts and stakeholder consultations, ensuring that each activity was efficiently organized and properly documented. Leveling, cascading, preparing of training and workshop materials, taking minutes of

meetings, drafting After Activity Reports (AARs), and consolidating policy and planning documents were among my regular tasks—functions that are contributory yet advantageous to the responsibilities of a Research Assistant.

My experience has likewise strengthened my capability to serve as a technical secretariat during meetings and wardroom discussions, and to represent my unit in internal and external meetings when necessary. Beyond my technical competencies, I take pride in my strong analytical and English communication skills, both oral and written, which enable me to prepare clear, accurate, and comprehensive reports and correspondences. I am also proficient in Microsoft Office applications, highly-organized, and able to work collaboratively in a team-oriented environment. I consistently uphold professionalism and dedication, ensuring that all outputs meet high standards of quality and timeliness. Given that I am a Development Communication graduate, community engagement, stakeholder holder analysis, note-taking and research writing, data gathering, radio/TV guestings, interviews, public affairs, project development, and other extension endeavors are humbly my cup of tea.

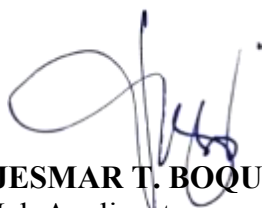
In addition, I had a year of military training at Naval Education Training and Doctrine Command (NETDC), Zambales which instilled in me discipline, resilience, and a deep respect for leadership ethics. The training not only sharpened my ability to work under pressure but also enhanced my competence in teamwork, problem-solving, and accountability. These qualities allow me to coordinate effectively with colleagues, address reconciling items with diligence, and maintain the high standards required in compliance and reporting processes.

I am confident that my academic and practical experiences equip me well for the duties and responsibilities of a Research Assistant and of course through the mentorship of the proper authority in the organization as I render my service. Trust me as I guarantee you that I am easy to deal with. It would also be a great honor to work in my Alma Mater and contribute to these efforts through this position, bringing diligence, commitment, and a result-driven mindset to every task assigned.

At the same time, I am also looking forward to learning more and even honing my skills in your organization. Thus, I would be grateful for the opportunity to discuss how my qualifications and experiences can be of help to the Office of the Vice President for the Student Affairs and Services of VSU and to its underlying responsibilities. I am available at your most convenient time and may be reached through the contact details indicated above.

Thank you very much for considering my application. I hope to hear from you very soon. May God bless us all, and have a great day!

Respectfully yours,

A handwritten signature in blue ink, appearing to read 'Jesmar T. Boqueña', with a stylized flourish at the end.

JESMAR T. BOQUEÑA
Job Applicant