

Sitio Nigad, Brgy. Plaridel
Baybay City, Leyte, 6521
shiellamariezenun@gmail.com
09700675851
November 4, 2024

Dr. Arturo E. Pasa
College Dean
College of Forestry & Environmental Sciences
Visayas State University
Baybay City Leyte

Dear Dr. Pasa,,

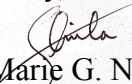
I am writing to respectfully address a matter regarding my application for the position of Science Administrative Aide III (Clerk I) at the College of Forestry & Environmental Sciences. As a recent graduate without prior employment, I am unable to provide performance ratings from work experience. However, I can provide my performance evaluations below from my internship training, which may serve as a reference for my capabilities and commitment.

During my internship, I demonstrated my dedication and skills, and my performance was evaluated positively. I hope these evaluations will offer some insight into my potential as a candidate. Additionally, my academic background reflects my commitment to excellence; I graduated Cum Laude with a degree in BS Agribusiness, and I am eager to bring this dedication to the role of Science Research Specialist I.

While I cannot provide performance ratings due to my lack of formal work experience, I hope this does not impede my application. I am highly motivated to contribute meaningfully to the College of Forestry & Environmental Sciences and I am confident that my skills and willingness to learn will allow me to fulfill the responsibilities of this position effectively.

Thank you very much for considering my application despite this limitation. I am looking forward to the opportunity to discuss my qualifications further.

Respectfully,



Shiela Marie G. Nuñez
Administrative Aide III (Clerk I) Applicant



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
BUSINESS AND MANAGEMENT

HOST TRAINING ESTABLISHMENT(HTE) EVALUATION REPORT

NAME OF STUDENT: SHIELA MARIE G. NUÑEZ

NAME OF FIRM/HTE : ELISHA NOELLE FARM

ADDRESS OF FIRM/HTE: BRGY. ZONE 1, SOGOD, SOUTHERN LEYTE

I. PERFORMANCE RATING

Criteria for Evaluation:

- | | |
|--|----------------------------|
| <input checked="" type="checkbox"/> 1.00 Excellent | Conceptual Skills |
| <input type="checkbox"/> 1.25 Highly Outstanding | Human Relation Skills |
| <input type="checkbox"/> 1.50 Outstanding | Technical Skills |
| <input type="checkbox"/> 1.75 Very Good | Entrepreneurial Skills |
| <input type="checkbox"/> 2.00 Good | Resource Allocation Skills |
| <input type="checkbox"/> 2.25 Very Satisfactory | Problem-Solving Skills |
| <input type="checkbox"/> 2.50 Satisfactory | |
| <input type="checkbox"/> 2.75 Fair | |
| <input type="checkbox"/> 3.0 Passing | |
| <input type="checkbox"/> 5.0 Failure | |

II. REMARKS/COMMENTS:

she is very hardworking, fast learner & very fair whatever task
given to her. Also active & attentive, worked on task systematically

Date

PAULO A. TRANELLO
Evaluator

General Manager
Position