

December 4, 2023

**MARIA JULIET C. CENIZA**

Vice President for Research, Extension and Innovation  
Office of the Vice President for Research, Extension and Innovation  
Visayas State University  
Visca, Baybay City, Leyte

Greetings Ma'am,

I, Giebert Lungay Montajes, a graduate of Bachelor of Science in Agribusiness from the Visayas State University, VISCA, Baybay City, Leyte, and a licensed agriculturist who passed the board exam last November 2022, would humbly for the Administrative Aide VI (Clerk III) position at the Office of the Vice President for Research, Extension and Innovation of the Visayas State University.

My affiliations were of the City Government of Baybay in April 2015 wherein I was hired as a Job Order at the Human Resource Management Office (HRMO) while simultaneously assigned as a clerk at Plaridel Central School and, with a private employer in July 2017 as an Internal Inspector in an Organic Copra Project. Currently, I am connected to the Records and Archives Office of the Visayas State University as a clerk.

It would be a great opportunity to be able to serve the institution with integrity and to apply the experience and knowledge I gained should you consider my application.

Respectfully,



**GIEBERT LUNGAY MONTAJES**

Applicant