

05 September 2025

Dr. Prose Ivy G. Yepes

University President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Mr. Marlon M. Tambis**

Director, Philippine Root Crops Research and Training Center

Visayas State University

Visca, Baybay City, Leyte

Dear Madam,

I am writing to express my interest in the Utility Worker position at the Philippine Root Crops Research and Training Center, as advertised on the VSU website. Although I do not have previous work experience in this role, I am eager to learn and contribute to your team with a strong work ethic, reliability, and a positive attitude.

I am a graduate of Baybay National High School. I have also completed the program in Organic Vegetable Production, leading to Horticulture NC II. I have been working at VSU as a field laborer for ten (10) years under the Department of Agronomy.

I am physically fit, able to follow instructions carefully, and capable of performing a variety of manual tasks. I understand the importance of cleanliness, safety, and efficiency in a workplace, and I am committed to maintaining high standards in any task I undertake. I am also comfortable working independently or as part of a team and can quickly adapt to new environments.

I would be grateful for the opportunity to demonstrate my dedication and willingness to grow within your department. I am confident that, with proper training, I can become a valuable member of your team.

Thank you for your time and consideration. I am willing to come for an interview at your most convenient time.

Respectfully yours,



Alemar N. Valenzona

Applicant