

May 05, 2024

MOISES NEIL V. SERIÑO

VP for Planning, Resource Generation & Auxillary Services
Visayas State University
VSU, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**
Director, HRMO
VSU, Baybay City, Leyte

Dear **Sir Seriño**:

Greetings!

Please consider this letter as my intent to apply for **Program Development Officer I** position with Plantilla Item No. **PDO1-2-2023** and place of assignment at VSU MAIN under Project Management Unit. I was informed of this job hiring through the official website of Civil Service Commission (CSC).

For the last one and a half year, I work as an Engineer I under **Farm-to-Market Road Development Program** of the **Department of Agriculture – Regional Field Office VIII**, where most of my work includes assisting in the road Right-of-Way (ROW) acquisition/settlement for the construction of Farm-to-Market roads, project site validation, project inspection and monitoring, geotagging, and review of Detailed Engineering Plans and Designs, Program of Works (POW), Detailed Unit Price Analysis (DUPA) and Variation Order/Change Order. Also, I worked as **Part-Time Instructor** for almost two years at the **Department of Agricultural and Biosystems Engineering** of the **Visayas State University** in Baybay City, Leyte.

Furthermore, I have attended several trainings and seminars which are relevant to the position I intend to apply, such as **Training on the Preparation of Detailed Engineering Design (DED)/Program of Works (POW) and Cost Estimates and Agri-Machinery Specifications, Training on the Design of Farm Bridge Using STAAD.PRO Design Software and Capacitating the Agricultural and Biosystems Engineers (ABEs) through Farm Bridge Design.**

With my *knowledge, skills, attitude and work experience*, I am confident that I can be effective in this line of work. I am hoping that you will give an opportunity to work with you and be able to contribute to the success of the different programs and projects of the organization.

Thank you for taking your time into reading my application. I am hoping to hear for your positive response.

Respectfully yours,


RUEL C. LAMBERTE
Applicant