

July 9, 2024

JEROME O. ARRIBADO

Director
Ecological Farm & Resource Management Institute
Visayas State University
Visca, Baybay City, Leyte

Dear **Sir Arribado**,

I am writing to express my interest in the Administrative Aide IV position at the Office of the Ecological Farm & Resource Management Institute, as advertised on jobs.vsu.edu.ph. With my extensive administrative experience and educational background, I am eager to contribute to your esteemed institution.

For the past seven years, I have served as a Job Order-Clerk at the Regional Climate Change Research and Development Center, where I gained substantial experience in administrative tasks, project management, and coordination. My responsibilities have included managing documentation, assisting in project monitoring and evaluation, and coordinating with various departments to ensure smooth operations. Additionally, I was designated as dDRC for three years and served as deputy Risk Manager for two years, roles in which I developed strong leadership and risk assessment skills.

I hold a Bachelor of Science degree in Agribusiness and have earned units towards a master's degree in Management Major in Agribusiness Management from Visayas State University. My academic background, combined with my professional experience, has equipped me with a solid foundation in administrative functions, and strategic planning.

I am confident that my expertise and skills align well with the requirements of the Administrative Aide IV position. I am keen to share my knowledge and contribute to the success of your team while continuing to grow professionally.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the Office of the Ecological Farm & Resource Management Institute. I am available for an interview at your earliest convenience and can be reached at 09265986557 or via email at merlin.lebante@vsu.edu.ph or merlinlebante08@gmail.com.

Sincerely,



MERLIN R. LEBANTE