

December 20, 2023

Honey Sofia V. Colis
Director
HRMO
VSU, Visca, Baybay City, Leyte

Dear **Ms. Colis**,

I am Arjay M. Garrido and I am applying for an Administrative Officer IV (Budget officer II) in your office. I obtained my Bachelor's Degree in Animal Science in the Visayas State University last 2015. I am a Licensed Agriculturist which I obtained last November 2017.

My work experience includes being a Government Intern for 5 months. I was assigned in the OMAS where I gained confidence and familiarity of the work they are doing. In addition, I have worked in the Philippine Coconut Authority (PCA) last 2017 as a Coconut Development Officer for Padre Burgos and Limasawa. And currently working as an Agriculturist I at the Department of Agriculture.

I am responsible and can work well with minimal supervision. I value teamwork as I believe working with diverse people can help me grow professionally.

I am very much open for an interview at your most convenient time. You can contact me through my email address akocarjaygarrido@gmail.com and mobile number 09466949429.

Hoping for your kind consideration.

Thank you.

Respectfully Yours,

ARJAY M. GARRIDO
Applicant