

September 6, 2025

**PROF. MARLON M. TAMBIS**

Director

Philippine Root Crops Research &

Training Center

Visayas State University

Visca, Baybay City, Leyte

Dear **Prof. Tambis**,

Good day.

I would like to express my interest to apply for the **Administrative Aide III** position (Utility Worker II) at PhilRootcrops, as advertised at <https://jobs.vsu.edu.ph/>. I have been a Utility Worker/Laborer on a job order status from 2014 to present in VSU under different projects. My functions are mainly assisting the research assistant during experimental trials and data gathering, as well as maintaining the cleanliness of the experimental field, screenhouses, office vicinity, and the laboratories. I am capable of sterilizing soil and operating both grass cutter and an autoclave. Additionally, I also have experience in messengerial, masonry, and carpentry work during my employment period.

I am approachable, hardworking, and able to follow instructions well. I am confident that my work ethic and commitment to doing my job properly will contribute positively to your team. I would be grateful for the opportunity to work with your organization and am available for an interview at your most convenient time.

Thank you for considering my application. I look forward to your positive response.

Respectfully yours,

  
**Antonio A. Melleza**