

November 2, 2024

Pres. Prose Ivy G. Yepes, EdD

University President

Visayas State University, Baybay City, Leyte

Dear **Pres. Yepes**,

Greetings!

I'm writing to express my interest in the position of Science Research Specialist I at the Office of the Vice President for Research, Extension, and Innovation (OVPREI). I am a Development Communication graduate from Visayas State University (VSU), Baybay City, Leyte, Cum Laude. I believe that my experience working in OVPREI makes me an ideal fit for this job.

I am currently a media production specialist at the Extension Office. I spearheaded several production and/or publication of Information, Education, and Communication (IEC) materials. Further, my aptitude for media and strategic communication allows me to provide an in-depth understanding of the needs and interests of various stakeholders to assist them with appropriate trainings and services in fostering societal change.

I deemed that I could bring success to the assigned office as I have embodied excellent skills not only in media communication, but also in support of administrative services and management. I am also facilitating our Monitoring and Evaluation and Training services, through monitoring of extension projects and services, consolidating quarterly reports and terminal reports, and organizing in-house reviews.

Furthermore, I have been exposed to community engagements through my work as a Junior Social Development Specialist on one of the research for development (R4D) projects of the Australian Centre for International Agricultural Research (ACIAR). Through this valuable experience, I have developed a profound appreciation for collaborative research among state universities and research agencies.

In connection, my ability to manage my time has been demonstrated by my roles as a project staff and media production specialist. I perform various tasks while efficiently completing them on the set deadline. Aside from that, this is also a platform towards achieving the Research, Development, Extension, and Innovation (RDEI) 10-point agenda. I believe that my skills in research and media communication could contribute to achieving it.

Given the chance, I will highly contribute to achieving success and development.

Thank you for your time and consideration.

Sincerely,

ANGEL MARIE B. LLARENAS

Applicant