



I. Basic Information

Full Name: **Cyndie Sultan Albaracin**
Permanent Address: Brgy. San Roque Sogod, Southern Leyte
Cell Phone Number/s: 09532242498
E-mail Address: cyndiealbaracin16@gmail.com

II. Job Objective/Statement

To secure an entry-level position from your office, utilizing my fresh graduate background with strong academic foundation in Bachelor of Technology and Livelihood Education major in Home Economics. Aiming to contribute skills with an optimistic and bright attitude to a collaborative team environment, while developing essential skills and gaining hands-on experience. Committed to embracing challenges and driving success through adaptability and a strong work ethic to support administrative tasks efficiently and contribute to the university's success.

III. Educational Background

Undergraduate Degree

Program Title: Bachelor of Technology and Livelihood Education (Home Economics)
Name of School: Southern Leyte State University (SLSU)
Address of School: Brgy. San Roque Sogod, Southern Leyte
Year Admitted to Graduated: 2020 - 2024

Senior High School

Strand and Track: General Academic Strand
Name of School: Sogod National High School
Address of School: Brgy. Zone 1 Sogod, Southern Leyte
Year Admitted to Graduated: 2018-2020

Junior High School

Name of School: Sogod National High School
Address of School: Brgy. Zone 1 Sogod, Southern Leyte
Year Admitted to Graduated: 2014- 2018

IV. Professional and Technical Skills

A. Professional Skills

- Technology Integration
- Hands – Practical Experience
- Communication and Writing Skills
- Classroom Management

B. Technical Skills

- Nutrition Knowledge
- Food Safety and Sanitation (PPE)
- Textile Care and Maintenance
- Cooking Techniques
- Household Management

V. Seminars and Trainings Attended

A. Seminars

Title or Theme of the Seminar: Presentation and Critiquing of the Bachelor of Technology
in Livelihood Education (BTLED) Curriculum Revision

Sponsor or Host: Josefina O. Carpentero, DA

Place and Date: Graduate Studies Building, Southern Leyte State Univesity
Sogod, Southern Leyte, Philipines (November 22, 2023)

Title or Theme of the Seminar: Webinar on Preparing for a Scientific Conference

Sponsor or Host: Dr. Juanita M. Costillas

Place and Date: Plenary Hall, University Students Center Southern Leyte
State Univesity Sogod, Southern Leyte, Philipines (April
13, 2024)

Title or Theme of the Seminar: Empowering Educators: Laws on Teacher Protection and Upholding the Code of Ethics of Teachers

Special Speaker: Atty. Joseph Noel Estrada

Sponsor or Host: Carl Balita Review Center

Place and Date: Zoom webinar (Carl Institute) (July 18, 2024)

B. Trainings

Title or Theme of the Seminar: Creating "Think Earth" Classroom Activities (DAGITAB PROGRAM)

Sponsor or Host: Dr. Juanita M. Costillas

Place and Date: Baugo Covered Court, Baugo, Bontoc, Southern Leyte (May 27, 2024)

VI. Character References

Complete Name: Juvy P. Obus
Affiliation: Practice Teaching Supervisor
Position: Assistant Professor 1
Contact Number: 09460224508
E-mail Address: uzziah.obus.0613@gmail.com

Complete Name: Glenn O. Ampoloquio
Affiliation: Former Instructor/Department Head
Position: Associate Professor 4(SLSU-MC, Sogod Som Leyte)
Contact Number: 09702931535
E-mail Address: glennampoloquio09@gmail.com

Complete Name: Marie Khul C. Langub
Affiliation: Research Adviser
Position: Director, Research and Innovation SLSU Main Campus
Contact Number: 09173171732
E-mail Address: mlangub@southernleytestateu.edu.ph

Brgy. San Roque, Sogod Southern Leyte
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June 07, 2024

JUDE A. DUARTE
University President
Southern Leyte State University
San Roque Sogod, Southern Leyte

Dear Mr. President,

Good day!

With a burning passion to share my knowledge and expertise, I am writing to express my interest in the Administrative Aide VI (Clerk III) position at Southern Leyte State University. As a recent graduate with a Bachelor of Technology and Livelihood Education major in Home Economics degree, achieving Cum Laude honors with a GPA of 1.51, I am excited about the opportunity to contribute to the university's administrative team.

During my studies, I developed valuable skills in organization, communication, and attention to detail. I have a strong work ethic and a passion for supporting others in a professional setting. I believe that my academic background and dedication make me a strong candidate for this position.

I am particularly drawn to Southern Leyte State University's commitment to excellence in education and administration. I am eager to bring my enthusiasm and willingness to learn to your team. I am confident that my skills and knowledge align well with the requirements of the Administrative Aide VI role.

I am excited about the possibility of contributing to the vibrant community at Southern Leyte State University. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the university's mission.

Thank you for considering my application. I look forward to the possibility of discussing my application with you further.

Respectfully yours,

Cyndie S. Albaracin

Applicant