

## APPLICATION LETTER

20 February 2025

**KAREN ABEGAIL S. MONTERON**

Director  
Legal Affairs and Services  
Visayas State University  
Visca, Baybay City, Leyte

THRU: **HONEY SOFIA V. COLIS**

Director, HRMD  
VSU, Baybay City, Leyte

Dear Madame:

I have learned from the Civil Service Commission and Visayas State University webpages the hiring for the position of Legal Assistant II. It is my honor to apply.

Presently, I am a co-terminous employee designated as a Local Legislative Staff of the Sangguniang Bayan of Aloran, Misamis Occidental. Much of my workload consists of drafting correspondence, reports, resolutions, and ordinances which require both legal and general researches. Likewise, I perform general support for administrative tasks such as voucher and payroll preparation and as a personal driver.

From 2019 to 2021, I have satisfied two years of the Juris Doctor degree at the University of San Carlos in Cebu City. Until 2019 when I resigned to attend law school, I was employed as an Agricultural Technologist for the Municipal Agriculture Office and designated as the Municipal Rice Coordinator and Pest Surveillance Officer of Aloran, Misamis Occidental in 2013. Concurrent with my regular employment then, I have been a volunteer responder for the Aloran Municipal Disaster Risk Reduction and Management Office. Prior to that, I have served in the Philippine Rice Research Institute of the Department of Agriculture and the Food and Agriculture Organization of the United Nations with projects in Nueva Ecija, Bulacan, Ilocos Norte, and Mindoro. Largely working under the National Rice Program of the Department of Agriculture, I have implemented its innumerable projects and activities extensively for ten years.

In my tenure in public service in various places in the country, I have gained a number of beneficial knowledge, skills, and insights. I am an organized, thorough, efficient, and competent technology-savvy individual with around a decade of commitment in office and field works particularly in data management, actual and phone-based interviews and surveys, and damage monitoring and assessment. While being an independent worker, I work towards achievement of team goals and am willing to learn and practice more new technologies to deliver better to the clientele. I am fluent in English, Filipino, and Cebuano/Bisaya and can grasp bits of Ilocano, Hiligaynon, and Waray.

Attached are pertinent documents for my application. Should you require further information which may be in want, please feel free to contact me.

Respectfully yours,



**FRANCES MARI G. ROA**  
+639353846164