

June 22, 2025

Dr. TEOFANES A. PATINDOL

Director, Institute of Tropical Ecology and Environmental Science

Visayas State University

Visca, Baybay City, Leyte, 6521-A, Philippines

Dear Dr. Patindol,

Greetings!

I am **Fedilito M. Almeroda**, an Administrative Aide I (Casual) at the Institute of Tropical Ecology and Environmental Science (ITEES) of Visayas State University (VSU) in Baybay City, Leyte, Philippines. I'm writing to submit my application for the Administrative Aide I (Permanent) position that the institute is currently advertising. I graduated the Secondary Agricultural Science Curriculum at the Visayas State College of Agriculture (now VSUO) in March 26, 1987. From June 1987 until 1990, I earned units of the Bachelor of Science in Forestry, same at Visca.

From 1997 to 1998, I worked as a laborer for the German-Philippines Technological Cooperation (GTZ) project of ITEEM, as a Laborer, my responsibilities include managing the forest tree nursery operated by the Institute and producing indigenous seedlings. I was employed as a job order laborer at ITEEM under MOOE from 1999 until 2016. Similarly, I am tasked with managing the forest tree nursery and in addition, monitoring the growth of the fruit trees and planted trees, as well as maintaining the Rainforestation demonstration farm and the farms of other RF adopters and cooperators, while working at the institute, I was also involved in local, national, and international RF training held in the VSU and other regions across other Philippine islands by providing technical expertise on propagating native tree seedlings. Moreover, I participated in several extension and research initiatives the institute carries out.

The institute elevated my JO laborer to position of science aide in 2017. In addition to the above-mentioned duties and responsibilities, I regularly monitor the phenological (i.e., flowering and fruiting) and basic taxonomic identification of indigenous species (particularly the endangered dipterocarp species) within their natural habitat. Likewise, I assisted and conducted trainings on forest landscape restoration using native and endemic species and in biophysical assessment before establishing the RF adopters farm.

From September 3 to October 9, 2019, I attended and participated in the Technical Education and Skills Development Authority (TESDA) on Organic Agriculture Production at Godoy's Organic Land Diversification Farm School in Brgy. Can-ipa, Baybay City, to further develop my technical abilities in establishing RF farms, seedling production, and nursery management. I was granted the National Certificate (No. 1903702020509) II for this training on October 14, 2019.

I am confident that the skills I have acquired during my more-than 25 years at the institute will be adequate for the position I have applied for and will contribute significantly to the institute's and VSU's overall advancement. Should you have any inquiries, please contact me via email.

(fedilitoalmeroda@gmail.com) for any further information that may be necessary. Finally I would enjoy having the opportunity to talk with you at the interview

Thank you very much, and I greatly appreciate your positive response to my application

Respectfully yours,



FEDILITO M. ALMERODA
Applicant