

January 04, 2025

**Honey Sofia V. Colis**

Director, HRMO  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

Good Day!

In view of great desire to contribute my knowledge and skills, I would like to express my sincerest interest in applying for the **Science Research Specialist I** position with the job code, EHYRIP, to be assigned in Barangay Integrated Development Approach for Nutrition Improvement (BIDANI) at Visayas State University (VSU) Main Campus.

I am Cleo Marie Pacot, a graduate of BS in Agricultural and Biosystems Engineering from Visayas State University - Main Campus, Baybay City, Leyte. I recently passed the Agricultural and Biosystems Engineer Licensure Exam held on December 9- 10, 2024 and obtained my Professional Civil Service Eligibility on May 9, 2024. As a licensed Agricultural and Biosystems Engineer, I am eager to bring my expertise and dedication to this impactful initiative, contributing to the improvement of community nutrition and sustainable development.

As an Agricultural and Biosystems Engineer my training and expertise focus on ensuring food security by optimizing food production, reducing food losses and enhancing food quality. At the same time, I am committed to promoting sustainability by developing and implementing environmentally sound practices and technologies. These objectives closely align with the responsibilities of the Science Research Specialist role, making this position an ideal match for my competencies.

Through my academic journey, I gained valuable knowledge and skills in analyzing and addressing challenges related to food production and waste management while using technology for the betterment of mankind. During my thesis undergraduate, I honed my abilities in making and executing research proposals. Additionally, during my work immersion in National Irrigation Regional Office 8, I gained hands-on experience in administrative tasks such as documentation, data recording and consolidating documents.

As an alumna of Visayas State University, i have learned to demonstrate professionalism while adhering to moral principles and upholding the university's standards, mandate and core values. I can work with minimum supervision and adapt to flexible hours when necessary. I perform well under pressure, have the ability to multitask, and consistently complete tasks within the deadline.

For further questions or concerns, I can be reached via email at [cleomariepacot06@gmail.com](mailto:cleomariepacot06@gmail.com) or through my mobile number, 09154929854.

I look forward to your positive response to my application. Thank you, and God Bless!

Sincerely,  
Cleo Marie Pacot  
Applicant