

KEN BARBA TABUENA

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HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ms. Colis:

I have the skills and the potential to fill the Administrative Officer II position with the item number ADOF2-30-2004 in the Human Resource Management Division in the Visayas State University.

I am a fresh graduate from the University of the Philippines Baguio and will receive my TOR/Diploma in Bachelor of Arts in Social Sciences Major in Anthropology, Minor in Psychology next month. Trained under the Social Sciences, I am able to solve problems and provide solutions to questions without a clear-cut answer. As part of my training and curriculum, I have acquired a foundation on Cultural Anthropology with a focus on Ethnography and research methodologies. With such, I am able to understand and provide answers from different perspectives and cultures, understanding the complexities of human behavior.

Alongside this, I also have a minor in Psychology which gave me another perspective and background on human behavior and relationships. In Human Resources, both Anthropology and Psychology holistically work well in knowing the landscape of the working environment which will be a fit for the position I am applying for.

As a scholar, and a Cum Laude, I am equipped with eagerness to learn and resourcefulness to complete the task given to me from start to finish. I take instructions well and can also work independently and interdependently. I would bring both my disciplines in knowing people culturally, and psychologically to be an addition and an asset to the Human Resource Management Division.

I am looking forward to being part of the HR Division as I am eager to expand the background of my disciplines on a professional level. Thank you for your time and consideration.

Sincerely,

Ken Barba Tabuena