

**MARTIN B. BARBOSA**

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**MARLON M. TAMBIS**

Director

Philippine Root Crops Research & Training Center

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,

I am respectfully applying for the position of Administrative Aide III (Utility Worker) at Philippine Root Crops Research & Training. Currently, I am employed as a Laboratory Aide/Science Research Assistant at the Central Analytical Services Laboratory (CASL), where I have gained valuable experience in maintenance, safety, and administrative support that I believe are directly aligned with the qualifications and competencies required for this position.

In my present role, I perform tasks that involve maintaining laboratory facilities and equipment, ensuring proper waste segregation and disposal, and supporting day-to-day operations to keep the workplace safe, organized, and efficient. This experience has strengthened my integrity and professionalism, as I am entrusted to handle sensitive laboratory materials and adhere to established protocols and ethical standards. I also strive to deliver service excellence by assisting students, faculty, and researchers with courtesy and responsiveness.

Moreover, my role requires strong communication skills in coordinating with colleagues and clients, as well as the ability to work effectively in a team environment. I have developed adaptability when faced with changes in procedures or assignments, and I consistently promote a safe and inclusive workplace. My knowledge and practice in maintenance management, occupational health and safety, and waste management allow me to contribute proactively to keeping university facilities clean, safe, and well-maintained.

I am confident that the combination of my work experience at CASL and my dedication to service makes me a strong candidate for this position. I am eager to apply my skills in support of the university's operations and uphold its commitment to integrity, excellence, and public service.

I would be grateful for the opportunity to discuss how my qualifications can contribute to the goals of your office. Thank you very much for considering my application.

Respectfully yours,

  
MARTIN B. BARBOSA