

July 16, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

May I have the honour to apply for the position in this good office as **Administrative Officer I**. I believe that my strong work experience and educational qualifications will make me a very competitive candidate for this position.

Presently I am working in the Department of Agriculture Regional Field Office VIII assigned at the Livestock Program as **Agriculturist 1 (Job Order) for 1 year and onward**, designated as **Project Monitoring Officer** involved in the implementation and monitoring of the Livestock Programs and interventions in the region. I am also designated as **alternate INSPIRE Project Officer** of the project implemented by the program to the livestock farmers cooperative association or FCA. My participation to the series of trainings and workshops held within the region enhances my capability to handle multitude work as an Agriculturist and have created a wide window of opportunity of my career profession in this institution.

Please see my Personal Data Sheets and other relevant documents which shows pertinent information about me. I am willing to have an interview at your utmost convenient time and should a need to contact me at my mobile number 09466949429 or email address akocarjaygarrido@gmail.com.

Thank you very much for considering my application. I look forward to speaking with about employment opportunity.

Respectfully yours,

ARJAY M. GARRIDO

Applicant