

RUBY QUISAY CALESTERIO

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DR. EDGARDO E. TULIN

University President

Visayas State University

Main Campus

Baybay City

Dear **Sir**:

May I have the honor to apply for the position, **Administrative Officer V** (*Planning Officer III*).

I am **Ruby Quisay Calesterio**, 29 years old, a graduate of Bachelor of Arts in Communication at the Leyte Normal University wherein I completed my degree with distinction as Cum Laude. I also completed a supplemental course on professional education at the Leyte Colleges. I was granted my license for professional teaching last July, 2016.

I worked at the National Statistics Office as a Statistical Researcher wherein I was involved in the Family Health Survey sponsored by the United States Agency for International Development (USAID).

I am currently working at the Department of Agriculture Regional Field Office-8 as an Information Officer. My main functions include preparation of press releases, radio news & other development articles for distribution to local and national media outlets, conceptualization and packaging of various communication materials, production of technical script on various DA-8 programs and projects for TV and radio productions, documentation of DA-8 special events and preparation of training modules.

Should I merit your qualifications, I am very much willing to send myself for interview and examinations.

Respectfully,

Ruby Q. Calesterio