

04 October 2025

Dr. Prose Ivy G. Yepes

University President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Manuel D. Gacutan Jr.**
Head, Department of Animal Science
Visayas State University
Visca, Baybay City, Leyte

Dear Madam,

I am writing to express my interest in the Farm Worker II position at the Department of Animal Science, as advertised on the VSU website. Although I do not have formal experience working with farm animals, I have always loved animals and cared for pets at home. I have experienced taking good care of animals such as dogs, cats, birds, chickens, ducks, pig and carabao. This love has taught me patience, responsibility, and kindness, which I believe are important qualities when working with animals.

I am a graduate of Baybay National High School. I have also completed the program in Organic Vegetable Production, leading to Horticulture NC II. I am presently working as field laborer at the Department of Agronomy with a job order status. I am physically fit, hardworking, and willing to perform any task needed on the farm, including feeding, cleaning, and assisting with daily animal care. I am also comfortable working independently or as part of a team and can quickly adapt to new environments.

I would be grateful for the opportunity to demonstrate my dedication and willingness to grow within your department/farm. I am confident that, with proper training, I can become a valuable member of your team.

Thank you for your time and consideration. I am willing to come for an interview at your most convenient time.

Respectfully yours,



Alemar N. Valenzona
Applicant