

April 25, 2023

JEROME O. ARRIBADO

Head
Ecological Farm & Resource Management Institute
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Arribado,

Greetings!

With my administrative experience as Job Order-Clerk and designated as dDRC at the Regional Climate Change Research and Development Center for 6 years, I am writing to apply to the Administrative Aide IV position at the Office of the Ecological Farm & Resource Management Institute, Visayas State University with regards to your post at jobs.vsu.edu.ph. I have a degree of Bachelor of Science in Agribusiness and I have earned units in the same institution for my master's degree in Management Major in Agribusiness Management. I am very much interested to learn and work as a Clerk or an Administrative Aide IV, wherein I can share my expertise and skills with others and at the same time grow as a person.

With my educational background and experiences, I am confident to take on the challenges that the Administrative Aide IV position offers. With my knowledge and skills in doing administrative and clerical tasks or jobs, I believe that I can perform well the tasks that will be given to me if I'm hired. I am enclosing my resume, transcript of records, and other supporting materials for more details that will further substantiate my education and experience.

I would like to welcome an opportunity to be part of the Office of the Ecological Farm & Resource Management Institute as an Administrative Aide IV. Thank you so much for your valuable time and consideration, and I look forward to hearing from you soon. You can contact me at 09265986557 or email me at merlin.lebante@vsu.edu.ph or merlinlebante08@gmail.com.

Sincerely,



MERLIN R. LEBANTE