

November 16, 2023

**JOEL Q. MABALHIN**

Head

Department of Teacher Education

Visayas State University

Visca, Baybay City, Leyte

Thru:

**HONEY SOFIA V. COLIS**

Director, ODHRM

**DR. DANIEL LESLIE S. TAN**

Vice President for Administration and Finance

Dear Mr. Mabalhin,

Good day! I was able to read a post regarding its need for Administrative Aide 1. In connection with this, I would like to humbly apply for the said position to which I may qualify. I am Vija Franchesca C. Macuto, 30 years old and a resident of Barangay Himo-aw, Hilongos, Leyte. I graduated with a degree of Bachelor of Animal Science from the Visayas State University last August 2022.

I have worked under the College of Management and Economics in Visayas State University Main Campus as a Science Aide. We collected data relevant to the conduct "Impact Assessment of the Phil-LiDAR Program" in Mindanao for two months. I have also worked as a Field Enumerator under the Office of the Vice President for Research, Extension, and Innovation in the same university. We conducted field surveys and geo-tagged Jackfruit farms from Leyte and Samar for two weeks. I have recently finished my two-month contract as a Field Enumerator again in the Philippine Statistics Authority for the 2022 Census of Agriculture and Fisheries.

The experience taught me the skills in gathering information and data analysis and I have developed the capacity to successfully apply and harness organizational and communication abilities enabling me to be capable in team-oriented situations.

I hope and pray that you may take it upon your benevolent heart to allow me to work with your good office. Thank you and God bless!

Sincerely yours,

**Vija Franchesca C. Macuto**