



January 28, 2022

DR. ANABELLA B. TULIN

Director
Office of the Graduate School
Visayas State University
Visca, Baybay City, Leyte

Dear Dr.Tulin:

I would like to apply for the ADMINISTRATIVE OFFICER II position currently available at your office. I believe that I am an excellent fit for this position. Please consider me an eager applicant.

I am ANICETA M. LUMACAD, a Master of Science (Candidate) major in Agronomy and minor in Agricultural Education. Also, a B.S. in Agriculture major in Soil Science from the Visayas State College of Agriculture (Now VSU). In addition, taking up Teacher Certificate Program under the Bachelor in Secondary Education of St. Peter's College of Ormoc City. I have been teaching Soil Science Laboratory classes of the department for three years (1st Sem 2015 – 2nd Sem 2018). Furthermore, I have assisted & taught immersion classes of the Senior High School here at the Visayas State University.

I am a licensed Professional Teacher (80.60 %), Agriculturist (79.33 %) and Career Service Professional (86.49 %) passer. Moreover, I have a TESDA National Certificates III (NC III) in Agriculture Crops Production and NC II Organic Agriculture Production, respectively.

At present, I am an Administrative Assistant II at the ACRO to act as primary administrative support person for daily operation, homecoming, anniversary & outreach activities. Also, act as document controller and oversee J.O. & student assistant.

Attached is my pertinent documents for your perusal.

I am looking forward for an interview at your most convenient time.

Thank you and God Bless.

Very respectfully yours,

ANICETA M. LUMACAD
Administrative Assistant II
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