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Director
Office of the Director for Extension
Visayas State University
Visca, Baybay City, Leyte

HONEY SOFIA COLIS

Director, ODHRM

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance

To whom it may concern,

I am writing to express my interest in applying for **Science Aide** and here to present an application letter with attached updated PDS, Proof of eligibility and certificates. I graduated from Visayas State University- Visca, Baybay City with a degree in Bachelor of Science in Agribusiness and am currently studying Masters in Management major in Agribusiness Management. I am working as Administrative Aide 3 at Accounting Office, and I am very thankful for my head for encouraging us to seek for what our desire work and improvement in our profession. I find this job as my channel for my interest in Research, Innovation and Extension Offices as my desire work environment for my further improvement and self-development in my career.

I am fervently hoping and praying that you will consider my herein application. Rest assured that will give my best to help the administration in delivering Effective Public Service more particularly in the continuous improvement and development and continuously support every project and program of the administration that will benefit our constituents. I hope that you'll find my experience and interest enough to warrant a face-to-face meeting.

Again, thank you and God bless.

Sincerely,



Darwin Espina Marco