

Aug 8, 2025

DR. MOISES NEIL V. SERIÑO

Vice President for Administration and Finance
VSU, Baybay City, Leyte

Through: **Ms. Honey Sofia V. Colis**

Director, Human Resource Management and Development

Dear **Dr. Seriño**:

Greetings!

I am writing to express my enthusiasm for the Admin. Assistant II, as advertised. I am Tifanny P. Baguio, a 32-year-old agribusiness graduate with MM units in Business Management from Visayas State University.

I gained employment opportunities from SM Hypermart as a Treasury Assistant for more than a year. At present, I served as an Administrative Staff at the Visayas Consortium for Agriculture, Aquatic, and Natural Resources Program (ViCARP) for seven (7) years now.

At the Consortium, I do admin and research/extension staff work as I am involved in facilitating various trainings, workshops, and symposiums; coordinating project leaders as well as national government agency leaders; serving as focal person/liaison officer for several programs and activities at ViCARP. Moreover, I am well-versed in creating PPMPs, vouchers, and liquidation for travels and honorariums and designing training/symposia kits and materials. In my 7-year experience at ViCARP, I have also developed skills in report writing and facilitation, which I believe are essential for the role.

I pride myself on being computer literate, which allows me to utilize various computer applications and software efficiently including MS Office applications, Adobe Photoshop, Canva, among others. My positive outlook and ability to think critically enable me to approach challenges creatively and collaboratively. I am hardworking and genuinely eager to learn, always open to training that enhances my skills and knowledge in the field.

As I value my stint here at ViCARP, I also wish to develop and harness more of my skills outside of my comfort zone. I look forward to discussing how my experience and vision align with the goals and output of the project.

With my academic background and professional experience at the Visayas Consortium for Agriculture, Aquatic, and Natural Resources Program (ViCARP), I am excited to contribute to your esteemed organization.

Thank you very much for considering my application.

Respectfully yours,



TIFANNY PACALDO BAGUIO
Applicant