

March 18, 2023

**EDGARDO E. TULIN, Ph.D.**  
UNIVERSITY PRESIDENT  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Tulin**,

Greetings!

I am FLORDELAINÉ T. ALAO and I would like to express my interest to apply for the available position as Administrative Officer III. I believe that I am qualified for the position. I am confident that I will be able to meet and exceed your expectations.

I am a Civil Service Eligible. I am a graduate of Master of Science in Development Communication last June 2020 and I am a graduate of Bachelor of Science in Development Communication major in Community Broadcasting last 2014 both at Visayas State University, Visca, Baybay City, Leyte. I have also earned an 18 units for the degree of Bachelor of Secondary Education (BSED) major in English at Franciscan College of the Immaculate Conception.

Currently, I am an ***Instructor I*** at Northwest Samar State University. I have also completed various research and extension projects funded by the university and by other government and non-government organization. I have also attended several seminars and trainings in relation to instruction, research and extension.

I am an active member of several professional organizations such as the Philippine Institute of 21st Century Educators Inc, Industry 4.0 Comprehensive Organization of Revitalized Educators Inc (i4CORE), Association of Development Communication Educators and Practitioners in the Philippines (ADCEP), Philippine Association of Communication Educators (PACE) and National Association of Cultural Educators and Scholars (NACES).

I was also designate as *Director of the Instructional Materials Development and Production Office (IMDPO)* in the university last AY 2019-2020 which gave me a great experience on how instructional materials are being written, produced, reviewed and published which is really helpful on the job that I am applying for.

I believed that my 6-year teaching experience, earned degree, experiences and other related affiliations make me ideally suited for the job. I am very hard working, motivated, and willing to learn more if you give me the chance to be part of your organization.

I have attached my resume, personal data sheet (PDS), and other pertinent documents for your reference. I am hoping that once you review my documents you will consider me as a valuable addition to your team. I will do whatever it takes to help your school as a productive learning environment.

Sincerely yours,

  
FLORDELAINÉ T. ALAO  
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