

December 06, 2021

LISA I. ARCE
Assistant Director
Philippine Root Crop Research and Training Center
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I am writing to express my interest to apply for the position Administrative Aide III.

I graduated Bachelor of Science in Forestry last July 2017 at the Visayas State University. Obtained my license in Forestry which dated last September 2018. I was engaged with a contract with DENR and PSA both as an Enumerator in their special project WATERSHED CHARACTERIZATION AND VULNERABILITY ASSESSMENT OF BITO RIVER and 2020 CENSUS OF POPULATION AND HOUSING. In addition, I was also a Registration Officer and a Reserve Supervisor at Philippine Statistics Authority- Philsys Step 2 Registration.

I believe this position would provide a great opportunity to further my chosen career. My willingness to work hard will make me a good candidate for the job. I also work well as a part of a team and communicate well. Able to work well under pressure and always secure safe practice on the job.

Thank you very much and I'll wait for your favorable response.

09274421982/jonalyncomalingabueva@gmail.com

Sincerely yours,


JONALYN C. ABUEVA