

August 09, 2025

**ALJAY D. VALIDA, Ph.D.**  
*Head, Department of Horticulture*  
Visayas State University  
Baybay City, Leyte

Dear **DR. VALIDA:**

Greetings!

I hereby submit my intent to apply for the available position in your Office, with the following description:

**Position Title: Administrative Aide III**

**Job Code: WQUCZG**


I graduated with a master's degree in Horticulture, cognate in Botany from Visayas State University, Baybay City, Leyte in August 2024. I am a licensed agriculturist, and I graduated with a bachelor's degree in Agricultural Entrepreneurship from Southern Leyte State University – Hinunangan Campus, Hinunangan, Southern Leyte as Cum Laude in May 2019.

My recent work experience was in the Local Government Unit of Bontoc, Southern Leyte as an Agricultural Extension Worker (Trainer/Agricultural Consultant) of the project, "Coconut Alliance Project" under the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ). Through this work, I delivered hands-on training sessions and demonstrations on a variety of agricultural practices, assessed trainees' competencies using performance-based rubrics and practical tests, coordinated with private farms to facilitate experiential learning among farmers, and handled documentation of training attendance, certification, and training tools and materials.

Attached herewith:

- Curriculum Vitae;
- Diploma;
- Copy of license (RA 1080) and certificate of license (PD 907);
- Copy of Performance Evaluation Forms;
- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- Copy of Training Certificates;
- Copy of Transcript of Records; and
- Copy of Service Record/Certificate of Employment.

Sincerely yours,

  
**BENZ SUMALINOG CRUZADA, M.Sc., R.Ag.**  
Applicant