

September 5, 2023

**DR. MOISES NEIL V. SERIÑO**

Director, Visayas Socio-Economic Research and Data Analytics Center  
Dean, College of Management and Economics  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Seriño**:

Good day!

I would like to express my intent to apply for an Instructor position for the Visayas Socio-Economic Research and Data Analytics Center (ViSERDAC), Visayas State University, Baybay City, Leyte. With a Master's degree in Industrial Engineering specializing in Analytics Systems Engineering and a five-year industry experience as a business analyst for a local bank, I believe that I am qualified for the position as I have fundamental knowledge on database management and data analytics coupled with project management background necessary for ViSERDAC operations.

Within my five years work experience in the private sector, I have mostly mediated between business and technology units to ensure management needs are well-communicated to technology-oriented divisions. Through this, I gained extensive training in preparing business requirement documents and overseeing project execution from initiation to closing. From my Master's degree, I gained in-depth knowledge on data warehousing and analytics frameworks in addition to learning design and analysis guidelines for information systems. Furthermore, my thesis study utilized regression and classification modelling techniques to predict chatbot user satisfaction/dissatisfaction given interaction data in text form.

Although I have spent most of my career in the private sector, I still believe that I can provide meaningful contribution to ViSERDAC in particular and to VSU in general in the pursuit of becoming a world-class institution by incorporating practical analytics applications and data analysis experience in research and instruction.

Attached is my latest resume with further details on my background and qualifications for your perusal. Also enclosed is a copy of my Transcript of Records for my Master's degree from UP Diliman and Bachelor's degree from ADMU. Lastly, I included my Certificate of Graduation in lieu of my Diploma which I am yet to receive by the end of the year as advised by the University.

Looking forward to hearing from you soon.

Very truly yours,

  
**Charmagne Faith F. Capuno**  
Applicant

cc: **DIR. HONEY SOFIA V. COLIS**  
Director, ODHRM

**DR. BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs