

February 29, 2024

**ULDERICO B. ALVIOLA**

Head, University Integrated Media Center  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Mr. Alviola**,

Good day!

In relation to the published job vacancies at your university, I would like to apply as an **INFORMATION OFFICER III** with item number **INFO3-31-2023** to be assigned to the **VSU MAIN CAMPUS (UNIVERSITY INTEGRATED MEDIA CENTER)**. My knowledge and skills will be an advantage to the development of the whole agency.

I graduated with a Bachelor of Science in Biology at Leyte Normal University in 2017. In 2018, I finished supplemental education at Leyte Colleges. I have successfully passed the Licensure Examination for Teachers (LET)–Secondary Level (majoring in Biological Sciences) with a general rating of 86.00% and the Career Service Examination (Professional Level) with a general rating of 80.37%.

I am skilled at communicating effectively with a diverse group of people. I am also computer literate, from the basics to some advanced computer software like Microsoft Office, photo editors, and video editors. Regarding the position I am applying for, I am quite competent considering the nature of my current job as a Science Research Assistant I, which focuses on science laboratory management, planning, and policy design at Philippine Science High School - Eastern Visayas Campus. I am also knowledgeable about the quality management systems (ISO 9001) that are being implemented in some government offices. My previous jobs as a Public Health Associate at the Department of Health, as a High School Science Teacher at the Tacloban Angelicum Learning Center, and as an Administrative Aide IV at the Department of Social Welfare and Development have also taught me to be organized, resourceful, and work under pressure.

Attached are my Personal Data Sheet (PDS) and other credentials for my personal and professional qualifications. I can be reached anytime through my contact number: **0976-287-8944** and/or email address: **israelmalaca@gmail.com**.

Thank you for taking the time to read my letter of intent. I'm looking forward to the opportunity to work with you.

Sincerely,

  
**ISRAEL GILVAN D. MALACA**  
*Applicant*