

January 26, 2024

ROTACIO S. GRAVOSO

Director
Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Gravoso**,

I was informed by a reliable source that your excellent office is looking for an Administrative Officer II position. Please take me into consideration as an applicant. I'm Carmi M. Suganob, 26 years old, and I currently reside in Barangay Pangasugan, Baybay City. In 2018, I completed my undergraduate studies at this college, earning a Bachelor of Science in Food Science and Technology. Regarding my professional background, from 2018 to 2019, I served as the Quality Control Officer at the Red Ribbon Commissary in Mandaue City, Cebu. I also worked as a Science Research Assistant at the Department of Food Science and Technology. Currently, I am an Administrative Aide/dDRC of the Quality Assurance Center in the Internal Quality Audit Unit with the supervision of Ms. Pamela P. Oraño, and under your direction, Dr. Rotacio S. Gravoso. Recently, I passed the Civil Service Examination (Professional Level) taken on August 20, 2023.

I can promise you my sincere attention and diligent effort if I am given the chance to work on this position at this university. Second, my motivation comes from the fact that my father, Mr. Carlito O. Suganob, is also an Administrative Aide in the Department of Economics.

If you have any queries, don't hesitate to contact me at this number +639633763281 or you can reach me through my carmi.suganob@vsu.edu.ph.

Thank you very much and God bless.

Sincerely yours,



CARMI M. SUGANOB
Applicant