

# HEIDI GRACE SUPERADA

## Applicant

Planning Officer I  
[PLO1-6-2023]

✉ hmsuperada@up.edu.ph

☎ (+63) 966 709 1795  
(+63) 947 604 3018

☎ (+63) 966 709 1795

📍 Alangalang, Leyte

## HONEY SOFIA V. COLIS

Director, HRMO  
Visayas State University  
Baybay City, Leyte

Re: Application for Planning Officer I  
[Plantilla Item No.: PLO1-6-2023]

### Dearest Director Colis,

Warm greetings of peace and solidarity!

I would like to express my interest in applying for the position as a **Planning Officer I for VSU MAIN (Planning Office)**.

As a candidate for this position, I can offer my experience in assisting project implementation and monitoring as well as preparing, consolidating and validating the documentations thereof. I can also offer my firsthand experience in coordinating and communicating with local government units, government offices and other stakeholders through writing and during coordination meetings. Similarly, I have had first hand training in the methodical conduct of analysis in a laboratory setting. I believe my experience in project management and implementation in my current organization will be very helpful in executing the roles of the position I am applying for.

For the past two years, I have spent my time assisting in the development of online courses and preparing documentary requirements for my organization, as well as creating coordination and communication mechanisms with project partners and other stakeholders. Similarly, I have significant engagements in facilitating meetings, workshops and focus group discussions and preparing documentation of which. Prior to that, my role was dedicated to performing and developing laboratory methodologies, and conducting reviews and preparing reports thereof, apart from conducting peer-training activities in my previous organization. Additionally, I have completed my Professional Teaching Certification which further developed my facilitation and assessment skills. I now wish to transition into a Planning Officer role within your office.

I am confident that these experiences will be found useful in this role that I am applying for, and I am very open in further developing and honing my professional skills so I can provide quality and sustainable service. I am also positive that your institution will provide an enabling environment for individuals like me who are very open for growth and progress.

I will be very pleased to have an opportunity to meet with you in order to formally introduce myself. I enclose my pertinent documents for your deliberation. I will gratefully keep my lines open should you wish to contact me.

Thank you very much.

Sincerely yours,

**Heidi Grace M. Superada**  
Applicant