

December 19, 2023

ALICIA M. FLORES

Head
Budget Office
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms. Flores**,

I was informed by a reliable source that your excellent office is looking for an Administrative Officer II Position. Please take me under 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 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/adDRC of Quality Assurance Center under the direction of Dr. Rotacio S. Gravoso. Recently, I passed the Civil Service Examination (Professional Level) taken last August 20, 2023. However, as announced by the Civil Service Commission, the releasing of the Certificate of Eligibility is scheduled next year.

I can promise you my sincere attention and diligent effort if I am given the chance to work at this university. Second, my motivation comes from the fact that my father, Mr. Carlito O. Suganob, is 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