

September 19, 2020

DR. EDGARDO E. TULIN

University President
Visayas State University
Visca, Baybay City, Leyte

Thru: **DR. LOURDES B. CANO**
Director, ODAS/HRM

Dear Dr. Tulin:

Please accept my application for the position of Supervising Administrative Officer (SADOF-8-2004) as advertised on the CSC website. I truly believe that throughout my career, I have acquired a progressive leadership experience and the necessary skills and competencies to be able to represent the Visayas State University and help advance its agenda while keeping with local and international development goals.

I bring strong background in project management at a senior level, and planning and implementing projects in the public sector. My educational upbringing has accorded me critical thinking, technical, management and communication skills while my work experience has taught me integrity, professionalism, and an orientation towards customer focus.

In my current designation as a Planning Officer at the Leyte Normal University, I have been in charge of spearheading our organization's strategic planning to come up with three-year development plans for 2017-2019 and 2020-2022. Similarly, in my concurrent role as the head of the Engineering Unit, I have acquired practical skills in managing people, improving organizational performance, and working under pressure and with conflicting priorities. More importantly, having also served as the Executive Assistant to the University President, I have gained political acumen and analysis through my work liaising with various government agencies, other SUCs, foreign universities, and industry partners.

I earned my Bachelor of Science in Electrical Engineering degree from the University of San Carlos in 2006 and my Master in Public Management major in Local Governance and Development degree from the Development Academy of the Philippines in 2016. Other information in my resume provides a few more details about my background.

Thank you for taking the time to peruse my application. Should my qualifications merit your consideration, please feel free to contact me through my e-mail address **caesar.tado@lnu.edu.ph** or through my mobile number **09167310188**.

Thank you in anticipation to your favorable response.

Respectfully yours,



CAESAR RODERICK TADO
Applicant