

February 7,, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO

VSU, Baybay City, Leyte

Ma'am/Sir;

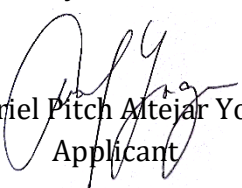
Good day!

It is with great enthusiasm that I am writing my application to your good office.

I am writing this letter to express my interest in applying for **Planning Officer I for VSU Main (Planning Office)**. I am a graduate of Bachelor of Science in Agribusiness from Visayas State University, Visca, Baybay City, Leyte last August, 2022 and also passed the Civil Service Second Level Eligibility. While a student, I was a board member of the College of Management in Economics – Supreme Student Council and had few experiences as a Student Assistant. I also was able to have a short contract at the PhilRice Research Institute Central Experiment Station located at Science City of Munoz, Nueva Ecija, designated at Rice Chemistry and Food Science Division as a Science Research Assistant. I believe that my stay – even when it was short, at a distinguished institution has developed me relevant skills and practices that will contribute to my future works and offices. I was also employed at Department of Agriculture Regional Field Office 8 as a Contract Service designated as Project Evaluation Assistant from May of 2023, and my contract ended last December 31, 2023. I was able to hone my experience in doing field work, going through provinces of Region 8 and engaging with farmers. I was also exposed in doing administrative tasks throughout my work experiences. I am currently connected still with the Department of Agriculture Regional Field Office 8 as Project Evaluation Assistant but under the Office of the Executive Director. My educational background, being a business student and my student service experience can also support that I am best fit for this position. I am currently a student of the Juris Doctor Program of the Saint Paul's School of Professional Studies and already earned 15 units. Furthermore, I also possess a strong focus on administrative policies and growth, goal-oriented and flexible, as well as, eager to gain further knowledge and skills.

I look forward to an opportunity to present my potential contribution to your office. Thank you!

Sincerely,

  
Abriel Pitch Altejar Yongco  
Applicant