

November 16, 2023

NICK FREDDY R. BELLO

Head

Accounting Office

Visayas State University

Visca, Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS

Director, ODHRM

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Dear Mr. Bello,

Good day! I was able to read a post regarding its need for Administrative Assistant III. In connection with this, I would like to humbly apply for the said position to which I may qualify. I am Vija Franchesca C. Macuto, 30 years old and a resident of Barangay Himo-aw, Hilongos, Leyte. I graduated with a degree of Bachelor of Animal Science from the Visayas State University last August 2022.

I have worked under the College of Management and Economics in Visayas State University Main Campus as a Science Aide. We collected data relevant to the conduct "Impact Assessment of the Phil-LiDAR Program" in Mindanao for two months. I have also worked as a Field Enumerator under the Office of the Vice President for Research, Extension, and Innovation in the same university. We conducted field surveys and geo-tagged Jackfruit farms from Leyte and Samar for two weeks. I have recently finished my two-month contract as a Field Enumerator again in the Philippine Statistics Authority for the 2022 Census of Agriculture and Fisheries.

The experience taught me the skills in gathering information and data analysis and I have developed the capacity to successfully apply and harness organizational and communication abilities enabling me to be capable in team-oriented situations.

I hope and pray that you may take it upon your benevolent heart to allow me to work with your good office. Thank you and God bless!

Sincerely yours,

Vija Franchesca C. Macuto