

Feb 15, 2024

MR. TONI MARC L. DARGANTES

Director, Planning Office
Visayas State University
ViSCA, Baybay City, Leyte

Dear Mr. Dargantes,

Greetings!

This letter is to express my interest to apply for the **Planning Officer I** position that was posted in jobs.vsu.edu.ph.

I am a graduate of Visayas State University (VSU) with the degree of Bachelor of Science in Agriculture major in Horticulture. I took and passed the licensure examination for agriculturist last November 2022. I am currently working at VSU as Admin. Asst. II/dDRC (deputy Document and Records Controller) at the Office of the Vice President for Administration and Finance. I have an experience in administrative clerical, and documentation related task.

You will find me to be friendly, hardworking, and reliable, the type of person on whom the people that your office will serve can will rely. I also am eager to learn new things, willing to be trained to further improve and develop new skills.

For additional information, attached herewith is my resume, personal data sheet (PDS), PRC Certification, scanned copy of my diploma and transcript of records (TOR) for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.

Thank you for your consideration and God bless!

Respectfully yours,


ALMERA D. CIRCULADO
Applicant