

February 19, 2025

KAREN ABEGAIL S. MONTERON

Director
Legal Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I am writing to express my interest to apply as Legal Assistant II in the office of Legal Affairs and Services, Visayas State University.

I have a BS degree in Environmental Management from Visayas State University (VSU)-main campus, which is one of the leading university in research in the country and graduated with honors. I have a well-trained exposure on public communication, field works, and research. I have also practiced in learning and topping new technologies as needed. Moreover, I was chosen to participate as a delegate for the 2nd EDC- Binhi Youth Conference last 2013 held at Antipolo City representing the VSU, as well as passed the screening as a participant of the International Volunteers' Training on Rainforestation at VSU, Baybay City, Leyte in partnership with ten Japanese trainees of Institute of Environmental Rehabilitation and Conservation (ERECON) from Japan, funded by the National Land Afforestation Promotion Organization (NALAPO).

I also have a Juris Doctor Degree from Dr. Vicente Orestes Romualdez Educational Foundation (DVOREF) – College of Law in Tacloban City. While I was studying, I was voluntarily working as a Paralegal Secretary at Surigao Law Office - a private law firm situated at Palompon, Leyte from October 2018 to April 2022, which gave me first-hand experience in legal profession.

I recently passed the 2024 Bar Examinations held last September 2024, and was admitted to the Philippine Bar on January 24, 2025.

The job at your department sounds highly motivating and just the right step for me. I can bring my skills, knowledge and commitment to excellence through your department' innovative environment.

Please kindly see Personal Data Sheet of additional information.

I can be reached anytime via email rizatheresemanongsong@gmail.com or my phone number 09368782515.

Thank you so much for your time and consideration.

Respectfully yours,



RIZA THERESE P. MANONGSONG
Applicant