

September 1, 2025

**JOEL REY U. ACOB**

Director  
Quality Assurance Center  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,


I am writing to express my interest to apply as Administrative Aide VI to your good office. I am Andrebve Harmony D. Dalupan, 33 years old, with a degree of Bachelors of Science in Agriculture major in Agronomy at the Visayas State University main campus, and have successfully passed the 2022 Licensure examination for Agriculturist. My current address is in Brgy. Jica-Lao, Ormoc City.

I firmly believe that my natural ability, technical expertise, work experience and training make me effective in the position that I am applying. I have an experience as a formator of the marginalized sector in organizing a Civil Society Organization in Tagapul-an, Samar. I also worked as an Agriculture Technologist in the LGU of Tagapul-an, Samar. Experience has taught me how to manage people and build strong relationship with the local community especially farmers and fisherfolks.

In this regard, with your capacity as the Director of the Business and Resource Generation Office, I am appealing to you to please consider me for the position.

Thank you for your consideration

Most sincerely yours,

  
Andrebve Harmony D. Dalupan