

March 8, 2024

**DR. ROMEL B. ARMECIN**

Director

National Abaca Research Center-Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Armeцин;

Good Day Sir!

I am Shiela Mae T. Sarco, an alumna of Visayas State University who graduated with a degree of Master of Science in Agronomy minor in Soil Science. As an alumna of Visayas State University, I have known your office as one of the outstanding research centers here in Eastern Visayas. I have been informed by a former colleague that your office is looking for an **Instructor III** hence, I write to express my interest in applying for the said position.

I have worked as a Graduate Teaching Assistant in the Department of Agronomy for one (1) semester which enhanced my teaching skills particularly in the preparation of instructional materials as well as communication skills for effective teaching. After finishing my graduate studies, I have worked in the Department of Agriculture as a researcher under the Yamang Lupa program which expanded my social connections to our farmers and develop my writing skills through writing successful stories of some farmers. Currently, I am working as a technical support staff (job order) in ATI-RTC 8 wherein I was able to assist or manage training relating to inbred rice, coconut, coffee, and chicken production. Other than assisting training, I am also tapped as a Resource Speaker. I believe that ATI-RTC 8 has really helped me a lot especially on how to be flexible in all areas of agriculture yet I would also like to learn more about research. I believe that I can learn a lot from your office and that my dedication not just in the extension works but also in the field of research, could help contribute in the attainment of your offices' mission and vision.

For more details regarding my qualifications, I have attached my resume and personal data sheet. I am hoping that you would acknowledge this application.

Thank you for your time and God bless!

Sincerely,

  
SHIELA MAE T. SARCO