

Apartment 31, Kilbourne Drive
Visayas State University Main Campus
Visca, Baybay City, Leyte

November 19, 2025

Dr. Aleli A. Villocino

VP for Students Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Villocino,

Greetings!

I am writing to express my interest in applying for the position of Education Research Assistant I (Job code VRNEWX) under the Office of the Vice President for the Student Affairs and Services posted in the VSU Job Portal.

I am Fred Leander M. Baldos, 23 years of age. I graduated with a Bachelor of Science in Development Communication (Cum Laude) from the Visayas State University Main Campus in Baybay City, Leyte, on July 25, 2025. As an honor graduate, I am privileged to be granted with Civil Service Eligibility through Presidential Decree No. 907 by the Civil Service Commission without needing to take the Career Service Examination.

I am fully equipped with the necessary armament called for by the job as a professional bringing with me a strong background in data gathering, research writing, fieldwork documentation, journalism, and graphic design. I am also eager to contribute to the said offices' operations and objectives, especially, in research and analysis, data management, and technical proficiency.

In terms of experience, I have substantial exposures particularly in journalism and record management. One of my most notable achievements was during the time that I was assigned to cover my university's delegates during the National PASUC Culture and Arts Festival held last April 2024 at the Philippine Normal University in Manila while serving as a student journalist for the VSU Amaranth, the university's official student publication. Another valuable experience is being a multimedia reporter/intern at VSU's radio station, DYDC FM 104.7, where I continually immersed myself with online data gathering and produced several weekly news reports and audio recordings in the local vernacular, Cebuano, as well as in English language.

Moreover, I had the opportunity to work as a multimedia reporter/intern at SunStar Cebu, where I was responsible for documentation, attending press conferences, writing news

articles, and organizing records and content summaries; all of which required precision and efficiency. The articles I wrote were published by the SunStar Cebu Newspaper and in the social media platform.

These experiences have molded me to be able to efficiently collect data, craft reports on time, and collaborate effectively with individuals and organizations from diverse backgrounds.

With this, I respectfully seek your consideration to my application for the position. I look forward to the opportunity of discussing my qualifications with you at your most convenient time.

Respectfully yours,

FRED LEANDER M. BALDOS

Applicant

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