

Dr. Anatolio N. Polinar  
Department head  
Department of Forest Science  
College of Forestry and Environmental Science  
Visayas State University

August 30, 2023

Dear Dr. Polinar

Greetings!

This is to signify my interest in applying for the position **Instructor** under the College of Forestry and Environmental Science

. After working for more than 4 years in two different Government and International Funded projects, I have acquired various skills and knowledge on project management, project monitoring and evaluation, inter-office coordination, community organizing and even basic project administrative works.

After graduating in 2018, I served as Monitoring and Evaluation (M&E) Officer for the Integrated Natural Resources and Environmental Management Project (INREMP). It is a project under the Forest Management Bureau of the Department of Environment and Natural Resources (DENR) funded by Asian Development Bank (ADB) which aims to address unsustainable watershed management practices as well as provide apt knowledge and livelihood for the surrounding local communities. As the Project's M&E Officer, I was tasked to monitor and evaluate the project sites and provided technical assistance on INREMP's subprojects such as Natural Resources Management, Livelihood Enhancement Support and also Rural Infrastructure. I was also tasked to monitor and provide reports on the financial progress of the project. Some administrative tasks and also coordination with other concerned offices were also performed.

From July 1, 2020 up to present, I served as a Natural Environment Assistant under the Environment team of GCR Consortium, the general consultant of the project NSCR EX Clark Extension. I was one of the focal persons for tree related concerns and Contract Package No. 5 which is the depot of the rail. My task revolved mainly on facilitating the tree cutting permit

which includes inventory, compensation and acquisition of letters and certificates of no objection. I also monitored environment compliance of the contractor for CPN 05 according to Philippine Environmental Laws by conduct of site visits and review of method statements and designs for their proposed works. I am also tasked to conduct community discussions to those who are affected by the project. Coordination with various Government and Private offices regarding compensation, relocation, and other safeguard concerns were also conducted.

With my experience, skill set and knowledge, I believe that I am fit for the position. Also, having been involved in Government Projects and knowing the processes involved is an edge, for it will help me in sharing knowledge that can be applied for future foresters.

Looking forward to your favorable response!

Sincerely,

A handwritten signature in black ink, appearing to read 'Benjie G. Calijan Jr.', with a stylized, cursive script.

**Benjie G. Calijan Jr.**

0918-605-7368