

March 22, 2023

LIJUERAJ J. CUADRA

Head

Department of Agricultural Education and Extension

Visayas State University

Visca, Baybay City, Leyte

Dear **Madam Cuadra**,

A pleasant day to you!

I am writing to express my interest in the position of **Assistant Professor I**.

I graduated the degree Bachelor of Science in Development Communication with a major in Educational Communication Technology (ECT) from the Visayas State University (VSU), Visca, Baybay City, Leyte. Moreover, I finished my postgraduate study at the Development Academy of the Philippines (DAP) taking up a Master in Public Management major in Rural Development. Currently, I am serving as the Information Officer II of the Agricultural Training Institute – Regional Training Center III, Dinalupihan, Bataan. I both passed the Civil Service Commission Examination (CSCE) Professional Level and the Licensure Examination for Agriculturists (LEA).

For more than half a decade of being a permanent employee of ATI-RTC III, the training arm agency of the Department of Agriculture, I always uphold the virtue to become committed to ethical service and good governance by ensuring that we provide excellent services to our clientele and stakeholders. Being said, I am a member of the Institute's Internal Audit Team to maintain our ISO 9001:2015 certification standards. Thus, the Institute bagged the Consistency Award for the implementation of the Digital Farmers Program in Central Luzon last 2021, where I served as the Focal Person for this program. In addition, the Institute was among the Top 3 regional training centers across the country in terms of updating the website, page views, social media presence, knowledge products development, and Techno Gabay program, where I served a key role. The Values Restoration Program's National Capacity Building VI has further equipped me to restore and preserve the Filipino values in order to efficiently and effectively deliver quality services while maintaining the standards.

As the Institute's Information Officer II, I am equipped with the necessary skills and expertise in computer applications. I am interested in desktop publishing, photo editing, video editing, audio editing, basic webinar and basic webpage designing. I can also design, develop and produce Information Education and Communication (IECs) materials. More so, I am fully oriented on other communication-related work

such as conducting School-on-the-Air programs, webinar series, Agritalks, social media marketing, newsletters, e-course development, qualitative research (especially on phenomenology and grounded theory), extension projects, organizing communication campaigns and programs, pretesting, content analysis, and popularization of technical and scientific reports or articles. I firmly believe that these functional competencies will help me to bring the Department of Agricultural Education and Extension to its greater heights.

To give you more information regarding my qualifications and personal background, please refer to my curriculum vitae attached to this application letter.

I am willing to come for an interview at your most convenient time. I can be contacted through my mobile phone no. +63 906 423 3827 or my e-mail address shanemiedaquio@gmail.com.

Thank you very much and more power!

Truly yours,

A handwritten signature in blue ink, appearing to read 'Shanemie Daquio', is written over the printed name.

SHANEMIE CARELLE DAQUIO – PRADERA, MPM
Applicant