

December 17, 2025

MARISEL A. LEORNA

Director

National Coconut Research Center- Visayas

Visayas State University-Main Campus

Visca, Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest in the Science Research Assistant position at the National Coconut Research Center- Visayas. With my strong background in administrative support and my commitment to efficiency and organization, I am confident in my ability to contribute effectively to your team.

I am a graduate of Bachelor in Secondary Education at the Visayas State University - Main Campus, after graduation, I was elected as the barangay SK Chairperson where I developed my interpersonal skills during community servicing and in managing office operations, processing paper works, assistant in processing Barangay Business Permit and renewal, handling correspondence, and providing exceptional support to senior staff. I am adept at using various office software, managing schedules, and maintaining accurate records. My attention to detail and problem-solving abilities have consistently helped streamline processes and improve overall office productivity.

I am excited about the opportunity to bring my experience and skills to your team and support your administrative and scientific functions.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your organization. I can be reached at 09502811459 or via email at borcimanuelkenneth@gmail.com to schedule an interview.

Sincerely,

MANUEL KENNETH R. BORCI JR.

Applicant

August 27, 2025

HON. JOSE CARLOS L. CARI

City Mayor
Baybay City, Leyte

Thru

MANUEL P. ALBAÑO, PhD, CESO V

School's Division Superintendent
Baybay City, Leyte

Dear Sir:

I am writing to express my interest in the Administrative Staff (Job Order) position at the Department of Education, Baybay City Division. With my strong background in administrative support and my commitment to efficiency and organization, I am confident in my ability to contribute effectively to your team.

I am a graduate of Bachelor in Secondary Education at the Visayas State University - Main Campus, after graduation, I was elected as the baranggay SK Chairperson where I developed my skills in managing office operations, processing paper works, assistant in processing Baranggay Business Permit and renewal, handling correspondence, and providing exceptional support to senior staff. I am adept at using various office software, managing schedules, and maintaining accurate records. My attention to detail and problem-solving abilities have consistently helped streamline processes and improve overall office productivity.

I am excited about the opportunity to bring my experience and skills to your team and support your administrative functions.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your organization. I can be reached at 09502811459 or via email at borcimanuelkenneth@gmail.com to schedule an interview.

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