

February 29, 2024

**DR. DANIEL LESLIE S. TAN**

OIC-President

Visayas State University

Visca, Baybay City, Leyte

Thru: **DR. EDGARDO E. TULIN**

OIC-VP, Administration and Finance and

Chairman, NAPB

Dear Dr. Tan:

I heard that the University Integrated Media Center (UIMC) needs an **Information Officer III**. Hence, I am signifying my interest in applying for the said position. I am Ms. Elmera Y. Bañoc, residing at Brgy. Marcos, Baybay City, Leyte. I obtained my Bachelor's Degree in Development Communication major in Journalism in 2000, and my Master's Degree in Language Teaching minor in DevCom in 2019, both at the Visayas State University (VSU).

Currently, I am employed as **Science Research Specialist I**, assigned at the Office of the Vice President for Research, Extension, and Innovation (OVPREI), specifically at the Extension Office, VSU, Baybay City, Leyte. Also, I am designated as the Science Communication Cluster Coordinator for the implementation of the Regional Collaborative Program (RCP) and Project Staff Level II of the RAISE Program both funded by DOST-PCAARRD. My involvement in these two big projects gave me an edge in my career development.

Moreover, I successfully completed my duties and responsibilities as Applied Communication Expert (ACE) at the Rural Development Administration (RDA), Jeonju, South Korea. In addition, my current tasks at OVPREI and ViCARP further increase my knowledge and skills to help establish linkages with partner agencies, decision-makers, stakeholders and farmers in pursuit of technology and information dissemination to achieve sustainable agriculture and food security.

Last year, I was awarded as an Outstanding Education Research Specialist during the VSU 99<sup>th</sup> Anniversary. This milestone signified that the university recognizes my contribution to the fulfillment of its vision and mission.

If given the chance, I would like to use and apply my knowledge and skills for the achievement of the institution's goals and objectives through proper information dissemination using different platforms. Moreover, I am also very willing to learn other knowledge and skills that I do not possess yet but that the institution deems necessary.

Attached are my curriculum vitae and other documents for your perusal. I am willing for an interview and skills test anytime. You can reach me at mobile number 09308047990.

Thank you so much and I am looking forward to your favorable reply.

Respectfully yours,

  
ELMERA Y. BANOOC

Applicant