

December 18, 2025

RENEZITA S. COME, PhD

Dean

Faculty of Forestry and Environmental Science

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Come;

I am writing to express my sincere interest in Administrative Aide III Position (Utility Worker II) position at Visayas State University Faculty of Forestry and Environmental Science Office, as recently posted in VSU HRIS. I graduated Cum Laude from Visayas State University with a Bachelor of Science in Forestry, and got my licensed as a full-pledge forester last October 2025 and I am eager to bring my academic training, field experiences, and passion for environmental conservation into meaningful service for your office.

I worked in DENR–PENRO Negros Oriental as a contractual Database Management Officer (DMO), where I handled various tasks across the Technical Services Division (TSD), including assignments under NGP, coordination with People's Organizations, and serving as the secretary of the TSD Chief.

During my undergraduate studies, I gained extensive exposure to both theoretical and practical forestry work. I conducted laboratory activities, forest assessments, and an undergraduate thesis focused on forest ecosystems, sharpening my skills in research, data analysis, and reporting. I am also knowledgeable in QGIS, enabling me to process spatial data and produce accurate mapping outputs for forest monitoring and planning.

My On-the-Job Training gave me the opportunity to immerse myself in real-world forestry operations for almost two months at CENRO Cebu, where I worked closely with seasoned professionals in various specialized tasks. Notably, I:

- Participated in a biodiversity assessment at Blue Hole, San Juan, Tuburan, Cebu, under For. Evelyn C. Sy, Chief of the Biodiversity Management Unit (BMU), and her dedicated team.
- Assisted in validating NGP's bamboo plantation project in Barangay Sunog, Balamban, Cebu City, led by Forester Melvin Meredores, Chief of the Conservation and Development Section.
- Learned extensively about permits, including Cutting and Pruning Permits for Private Land Timber Permits (PLTP) and Cutting Timber Permits (CTU), under the guidance of For. Jane Yparraguirre, Chief of Utilization, along with For. Blueno Odchimar, For. Jill Antiporta, and Sir Bles Mandap.

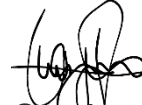
While I acknowledge that I am at the beginning of my professional career, I consider my adaptability, commitment, and eagerness to learn as my greatest strengths. I am confident that I can deliver results beyond expectations by combining my fresh knowledge with the practical insights I gained from field experiences and expert mentorship.

I am drawn to Visayas State University Faculty of Forestry and Environmental Science Office with commitment to sustainable forest management, biodiversity protection, and community engagement. I believe my competencies, hands-on training, and passion for environmental stewardship align perfectly with your mission.

I would be honored to discuss how I can contribute to your team's objectives. I am available at your convenience for an interview and can be reached through [09218525807](tel:09218525807) or semajtabat03@gmail.com.

Thank you for considering my application. I look forward to the opportunity to be part of your dedicated efforts in safeguarding our natural resources.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Sundayon Tabat', with a stylized flourish at the end.

James Sundayon Tabat

Applicant