

# Herlan Czar P. Leuterio

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TO:

**MARIA LOURDES G. FERRER, CESO III**

Regional Executive Director  
DENR MIMAROPA Region  
1515 L & S Bldg., Roxas Blvd.,  
Ermita, Manila

RE:

Senior Communications Development Officer, OSEC-DENRB-SRCDO-9-2014, DENR Region IV-B

Greetings of peace.

I read with interest your posting for Senior Communications Development Officer on the JobStreet website. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to the organization.

I possess seven years of progressive experience in the communication field. My professional history includes positions such as Information Officer I in the Public Information and Media Relation Bureau of the Office of the Ombudsman wherein I create press releases, video files, and print materials to promote the mandate of the office online. I am likewise responsible in coordinating with different media organizations regarding updates and news inside the organization. I also hold experience in the corporate sectors as a Promo Producer at ABS-CBN Creative and Communication Management and Balls Channel under Creative Programs Inc. wherein I produce different TV and radio promotional plugs for TV channels. Here, I had refined my writing and planning skills.

My relevant qualifications include my Bachelor's degree in Communication major in Advertising as well as my Master's degree in Business Administration major in General Management. I had likewise undergone 214 hours of leadership and management training conducted by the Civil Service Commission – Civil Service Institute wherein I studied formulating different policies for my agency.

With my expertise and qualifications, I believe I would be a great addition to your organization.

I have attached my resume for your review and I look forward to speaking with you further regarding your available position.

Sincerely,



**Herlan Czar P. Leuterio**