

December 23, 2022

JUANITO VICTOR C. REMULLA
PROVINCIAL GOVERNOR
PGO Cavite, Trece Martires City, Cavite

Dear Gov. Remulla,

Please accept this letter and the accompanying credentials as an expression of my interest on the following positions:


Position Title	Plantilla Item	SG	Place of Assignment
Administrative Officer V (Administrative Officer III)	840	18	OFFICE OF THE PROVINCIAL HEALTH
Administrative Officer IV	1866	15	OFFICE OF THE PROVINCIAL AGRICULTURE
Administrative Officer V	1946	18	PROVINCIAL VETERINARIAN OFFICE
Administrative Officer IV	1947	15	PROVINCIAL VETERINARIAN OFFICE
Computer Maintenance Technologist III	802	17	PROVINCIAL ICT OFFICE
Information Technology Officer I	794	19	PROVINCIAL ICT OFFICE
Internal Auditor II	175	15	OFFICE OF THE PROVINCIAL GOVERNOR
SPECIAL OPERATIONS OFFICER II	179	15	OFFICE OF THE PROVINCIAL GOVERNOR
SPECIAL OPERATIONS OFFICER IV	178	22	OFFICE OF THE PROVINCIAL GOVERNOR

I have finished the Bachelor of Science in Electronics and Communications Engineering (BS ECE) at Polytechnic University of the Philippines (PUP) and passed the Career Service Professional Examination dated October 26, 2014. I do have knowledge and understanding of different ISO certifications namely ISO 9001 (Quality Management System), ISO 14001 (Environmental Management System), ISO 27001 (Information Security Management System), OHSAS 1800 (Occupational Health and Safety Management System). I have acquired a sound overall knowledge of leading edge engineering quality principles, tools and practices. My personal attributes includes planning, simulation, leadership, training facilitation and sound judgment as well as analytical and management skills. I interact productively with people from diverse backgrounds. I have a career history of achieving employment goals and carried out work with quality and completed ahead of time.

I am currently working as a permanent employee of DENR MIMAROPA Region as Administrative Officer of Administrative Division. For seven (7) years at the said government agency, I was given various work assignments and designations. I was assigned as Training Officer at the HRDS of Administrative Division. I was also then detailed at the Enforcement Division where I gained my technical skills in operations like monitoring, assessment, performance evaluation and investigation/ground surveillance against illegal ENR activities. With my hard work, flexibility and perseverance, the management entrusted me with a higher responsibility. At present, I am the OIC-Chief of Records Section. I was also entrusted and designated as Head of Inspection Committee, EMS Assistant Head Secretariat and Freedom of Information (FOI) Records Officer of DENR MIMAROPA Regional Office. On top of it, I was also the QMS and SPICS Focal Person of the Administrative Division.

I am confident that I could make significant contributions to the organization.

Sincerely,


Michelle Bautista Tuyan
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