

July 18, 2022

LORMELYN E. CLAUDIO, CESO IV
REGIONAL EXECUTIVE DIRECTOR
DENR MIMAROPA REGION

Dear RED Claudio,

Please accept this letter and the accompanying credentials as an expression of my interest in the vacant position of **Administrative Officer IV (HRMO II)** with plantilla item number OSEC-DENRB-ADOF4-271-2004 under Administrative Division.


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. As former Production Leader and Work Instruction Engineer, I have obtained extensive work experience in the field of manufacturing firm at Toshiba Information Equipment (Phils.) Inc. from October 2003 – January 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 was also a contractual employee of the Department of Environment and Natural Resources (DENR) MIMAROPA Region as Training Assistant II at Human Resource Development Section under Administrative Division.

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 almost six (6) 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 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 designated OIC-Chief of Records Section. I was also entrusted and designated as Head of Inspection Committee of DENR MIMAROPA and QMS Focal Person of the Administrative Division.

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

Sincerely,


Michelle Bautista Tuyan