**July 1, 2024**

**Erico Aristotle Aumentado**

**Governor**

**Province of Bohol**

**Dear Governor Aumentado,**

I am writing to wholeheartedly to recommend **Mercedita V. Boyles** as an office staff member at the Capitol Province of Bohol. Over the past years, I have the pleasure of working closely with Ms. Boyles and have consistently been impressed by her professionalism, work ethic, and commitment to excellence.

Ms. Boyles has demonstrated remarkable organizational skills and the ability to manage multiple tasks efficiently. Her attention to detail and proactive approach to problem-solving have significantly contributed to the smooth operation of our office. They have been instrumental in streamlining administrative processes, which has led to increased productivity and enhanced workflow.

One of the most commendable qualities of her is her excellent interpersonal skills. She has consistently maintained a positive attitude and fostered a collaborative work environment. Her ability to communicate effectively with colleagues, superiors, and the public has been invaluable in ensuring that all interactions are handled with professionalism and courtesy.

In addition to her technical and interpersonal skills, she has also shown a strong commitment to professional development. She has actively sought opportunities to enhance her knowledge and skills, attending workshops and training sessions that have further improved her performance. This dedication to continuous improvement is a testament to her passion for her role and desire to contribute meaningfully to the organization.

Please feel free to contact me if you require any further information or if you would like to discuss her qualifications in more detail.

Sincerely,

**HON. VENERANDO A. VALLECERA**

Punong Barangay