Ms. Sheila P. Arendain

OIC-Chief HRS – HRD

Civil Service Commission – Regional Office No. VI

No. 7, Oñate St., Mandurriao

Iloilo City, Philippines 5000

Dear Ms. Arendain,

I am writing to express my interest in the Human Resource Specialist I position in Civil Service Commission – Regional Office No. VI. With a Bachelor's degree in Computer Science and my current role as a GIP Intern within the agency, I am confident that my skills and experiences make me a strong candidate for this position.

Throughout my tenure at CSC RO VI, I have developed an understanding of our organizational processes and a deep appreciation for our mission and values. My background in computer science has equipped me with the technical proficiency to leverage data-driven solutions, enhancing the efficiency and effectiveness of our HR functions. Additionally, my familiarity with the agency's systems and protocols will enable a seamless transition into the Human Resource Specialist role.

In my current position, I have demonstrated my ability to manage and analyze employee data, support recruitment processes, and contribute to the development of both internal and external employee training programs.

I am particularly drawn to this role because it offers the opportunity to further contribute to our agency's success by applying my skills in human resources and technology. I am eager to bring my proactive approach, attention to detail, and passion for development to the Human Resource Specialist I position.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the continued success of CSC RO VI. Please feel free to contact me at (+63) 991 549 6598 or [chadgianvillanueva17@gmail.com](mailto:chadgianvillanueva17@gmail.com).

Sincerely,

Chad Gian G. Villanueva

Applicant