**01 APRIL 2024**

**ENGR. GILBERT C. GONZALES**

Assistant Secretary for Field Operations and

Concurrent EMB Director

Environmental Management Bureau – Central Office

DENR Compound, Visayas Avenue

Diliman, Quezon City

Thru: **MR. GRACIOLO DS TORRE**

Chief, Admin and Finance Management Division (AFMD)

Subject: **Application for Senior Environmental Management Specialist**

(EMBB-SRENM-18-2014; EMBB-SRENM-14-2014; EMBB-SRENM-34-2000)

**Dear Engr. Gonzales:**

Greetings!

I am respectfully writing this letter to express my keen interest to apply for a Senior Environmental Management Specialist position in your office. I have been working in the DENR-EMB-NCR for more than two years as Environmental Management Specialist II under the Office of the Regional Director- Planning and Information Systems Management Unit and assisting the Environmental Monitoring and Enforcement Division -Ambient Air Unit operations. I was also an application developer of the EMB-Central Office Policy, Planning and Program Development Division doing some internal web application systems and modification of existing systems of the EMB in CY 2020-2021. With this, the undersigned is deeply hoping that my technical learnings and professional experiences would be a great help to my application.

I believe that I can be a big asset in our government by using my knowledge in both technical and development aspects. I am a fast learner and can adapt immediately to the changing environment. It is to show my intentions that I really want to continue to serve our government through my knowledge and skills.

I would appreciate the opportunity to be a part of your office if given the chance to be hired by you. I would also like to discuss my previous work experience, qualifications, and further details with you in person at your earliest convenience. Herewith are my updated personal data sheet, resume, work experience sheet, school credentials and other pertinent documents/trainings for your reference and evaluation.

Looking forward to your kind consideration on my application..

Sincerely, A signature on a white background

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