



Republic of the Philippines
Department of Agriculture

**AGRICULTURAL TRAINING INSTITUTE
REGIONAL TRAINING CENTER XI**

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January 9, 2024

ALICIA ROSE D. NEBREJA

Center Director

Agricultural Training Institute XI

Panabo City

Attention: **NORSAEB B. LUMANDONG, CPA**

Administrative Officer IV

Ma'am,

Greetings!

I am writing to formally notify you of my decision to waive my opportunity to apply for the plantilla position of Administrative Officer I. After careful consideration, I have chosen to step aside in favor of my colleagues who may be equally or better suited for the role.

I believe in fostering a collaborative and supportive work environment, and I am confident that there are deserving individuals within our team who possess the skills and qualifications necessary for the Administrative Officer I position. By waiving my application, I hope to contribute to the success of the team and assist in the career development of my peers. I trust that the selection process will identify the most qualified candidate to fulfill the responsibilities of the position.

Thank you for your understanding, and I look forward to continuing to contribute to the success of our team in my current capacity.

Respectfully yours,


JEFF B. ENCARNACION

Network Controller I