



**C.9 SAMPLE LETTER OF
EMPLOYERS INVITING
GRADUATES OF A
PARTICULAR PROGRAM
TO APPLY**

3/25/24, 5:15 PM

University of Southern Mindanao Mail - WA



USM

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO



24032648WX70E

March 26, 2024 10:35:01 AM

Requisitioner: ARLENE MUPAS

Type: Communication Letter (External)

Fri, Mar 22, 2024 at 4:58 PM

WANTED VET NURSE FEMALE

1 message

arlene mupas <arlene.mupas@yahoo.com.ph>
To: op@usm.edu.ph

Dear All,

Greetings!

I am looking for one Female Vet nurse to be employed with us preferably with specialization on dogs.

Most veterinarians here in Tagum City recommends your school. Hope you can help us find a good & trusted one.

Below are my contact details:

Arlene Balanza Mupas

Our Home:

Purok Santo Niño, Cuambogan,
Tagum City, Davao del Norte
8100 Philippines

Our Business:

Almighty Grace Agricultural Supply
Purok 3a, La Filipina, Tagum City,
Davao del Norte
8100 Philippines

Cell numbers:

09985794821
09176283539

Appreciate your soonest response.

Thank you and God bless!

Sincerely,

Arlene Balanza Mupas

Sent from my iPhone

*Dr Molina
J^o 3/24*

8/8/24, 8:39 AM

University of Southern Mindanao Mail - Job- Post



USM Office

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO



240808HYG09JQ

August 08, 2024 03:05:43 PM
Requisitioner: SHAINNA JANE LABADAN
Type: Communication Letter (External)

Job- Posting Veterinary Doctor

Shainna Jane Labadan <bkhi.shainnajane@gmail.com>
To: USM Office of the President <op@usm.edu.ph>

Dear Ma'am/ Sir,

Good day, I hope this letter finds you well.

This is from **PETS SOCIETY VETERINARY & WELLNESS**. We are currently seeking a qualified **Veterinarian** to join our team.

PETS SOCIETY VETERINARY & WELLNESS aims to be the leading provider of compassionate and exceptional veterinary care and wellness for all animals. We believe that the **University of Southern Mindanao** has a strong reputation for nurturing talent and academic excellence.

We would be grateful if you would consider posting our job opening on your school's job board or bulletin board. We have attached a copy of our Company profile, Publication material, permits and licences for your review.

The position requires:

- A complete Doctor of Veterinary Medicine (DVM or VMD) degree at an accredited college of veterinary medicine.
- Exceptional communication and interpersonal skills.
- On going National Veterinary Medicine Admission Test (or NVAT) takers are highly welcomed.
- Willing to work with a team.

We believe that your students, recent graduates, or alumni would be a great fit for this role.

Thank you for considering our request. We look forward to the possibility of partnering with **University of Southern Mindanao**.

Sincerely,

Pets Society Veterinary & Wellness
Phone number: 09208492619
Email: hello@petssociety.ph
[HTTPS://WWW.PETSSOCIETY.PH/](https://www.petssociety.ph/)

*Dr. Malina
Prof. Balungay*

fyi

5 attachments



Copy of We are hiring veterenarian.png
227K

By Authority of the President

Emily Montero
EMILY MONTERO
Exec. Asst III

*provided photocopy
to Prof. Balungay*

Forwarded to the email add of:

- Pr. Malina
- CVM
- UGC



USM Office of the President <op@usm.edu.ph>

Employment Opportunities for Graduates

Mavelle Furog <mfurog@pitcvetcebu.com>
To: "op@usm.edu.ph" <op@usm.edu.ph>
Cc: Faith Lara <flara@pitcvetcebu.com>

Wed, Jul 10, 2024 at 1:44 PM

Good day!

We are Pets in the City Veterinary Center, OPC located in Nasipit, Talamban, Cebu City. The company is continuously growing and we're looking for Licensed Veterinarians, Veterinary Technicians and Veterinary Nurses who are curious, thorough and has a love for learning to add to our team of veterinary professionals.

Attached is a copy of our letter of intent in inviting your graduates and graduating students for an employment opportunity with us.

We hope to hear from you soon.

Best regards,
Mavelle



Letter of Intent School.pdf
25K



PETS IN THE CITY
VETERINARY

Where compassion meets excellence

Unit 7 Nasipit Commercial Plaza, Nasipit, Talamban
(032) 344-5246 / 09660862851

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO



2407158SORUV3

July 15, 2024 12:03:27 PM

Requisitioner: **PETS IN THE CITY VETERINARY CLINIC/**
Type: **Communication Letter (External)**

July 10, 2024

Human Resource and Management Office
University of Southern Mindanao
Kabacan, Cotabato, Philippines

To whom it may concern,

Warm Greetings of Peace!

We are Pets in the City Veterinary Center, OPC located in Nasipit, Talamban, Cebu City. The company is continuously growing and we're looking for **Licensed Veterinarians, Veterinary Technicians and Veterinary Nurses** who are curious, thorough and has a love for learning to add to our team of veterinary professionals.

In line with this, we are inviting your graduates of **Doctor of Veterinary Medicine, BS Veterinary Technology, BS Medical Technology, and Underboard/Undergrad of Doctor of Veterinary Medicine** to apply, fresh graduates or newly licensed individuals are welcome. Successful applicants will be provided with a *comprehensive in-house training, mentorship from trained and experienced Veterinarians and Veterinary Nurses/Techs, opportunities for continuous education provided by local and international institutions and a very competitive compensation and benefits package.* A relocation package will be given to successful applicants residing outside of Cebu/Mandaue/Lapu-lapu City and Cebu Province.

If you have any inquiries please feel free to contact the Human Resources Department at 09660862851, email at petsinthecityrecruitment@gmail.com and look for Faith Lara or Mavelle Furog.

Thank you and we look forward to your positive response.

Sincerely yours,

Epiphany Faith H. Lara
Human Resources and Admin Manager

AUTO RESPONSE

Dr. Moling
to HR

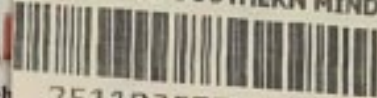
CVM



PROGRESSIVE FARMS, INC.

Head Office:
448 Evangelista Street
Bo. Santolan, Pasig City, M.M.
Tels. : 645-20-81 to 83
Fax : (632) 816-5554

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO



Branch 2511036ZICNJ5
Bo. Pal...ember 03, 2025 09:27:21 AM
South C...itioner: **PROGRESSIVE FARMS, INC.,** SA
Tel. : (0...: **Communication Letter (External)**
Fax : (0...

JONALD L. PIMENTEL, PhD
School President
University of Southern Mindanao
Kabacan, Cotabato

Subject: Request for Assistance in Hiring a Veterinary Medicine Graduate

Dear Dr. Jonald,

Good day!

We are pleased to introduce **Progressive Farms, Inc.**, a company engaged in hog production and feed manufacturing. As part of our continuing operations and infrastructure improvement projects, we are currently in need of a **Doctor of Veterinary Medicine (DVM) graduate**, preferably one who has **successfully passed the Veterinary Medicine Licensure Examination**, to join our Animal Health and Production Team.

The selected candidate will be involved in essential veterinary and farm operations, including monitoring animal health, disease prevention and control, implementation of biosecurity measures, and coordination of veterinary-related programs within our facilities.

With this, we respectfully seek the support and assistance of your esteemed college in **referring qualified graduates or board passers** who may be interested in pursuing their professional practice within the agricultural and livestock industry. We hold in high regard the quality of training and education provided by your institution and are confident that your graduates will be strong candidates for our team.

Interested applicants may send their application letter, resume, and relevant credentials through pfihumanresource8@gmail.com or directly contact us through (083) 228-5260 or 0907-419-3125 for inquiries.

We sincerely appreciate your continued support and collaboration in helping us connect with capable professionals who can contribute to our company's growth and success.

Thank you very much, and we look forward to a positive response from your good office.

Respectfully yours,

SHYNERYLL B. BAJO, LPT
Human Resource Officer

CVM
Dean Dr. E. Molina
Please assist

5/28/24, 9:06 AM

University of Southern Mindanao Mail - Invitation to United Nations Off



USM

Invitation to United Nations Office at Geneva (UNOG) Students and Recent Graduates on career opportun

1 message

GLOBAL OUTREACH <globaloutreach@un.org>
Cc: GLOBAL OUTREACH <globaloutreach@un.org>

Mon, May 27, 2024 at 6:09 PM

Dear all,

Greetings from the United Nations Office at Geneva (UNOG).

We are pleased to invite you to the **UNOG Livestream for Universities**, a live webinar for university students, recent graduates and alumni from universities across the world. This live webinar is carried out in collaboration with the Anti-Racism Working Group and stems from UNOG's commitment to attract and employ diverse talent from the Global South as well as from non-represented and under-represented Member States.

The virtual event will be streamed live on Teams and will take place on:

Tuesday 4 June 2024

2:30pm to 4:00pm Central European Time (CET)

6:30 pm to 8:00 pm Phil. Time

Interested students, graduates and alumni, should complete the form at the following link to register their interest in attending the event. The link to the event will be emailed to the registered participant's email address closer to the event date.

<https://forms.office.com/e/FeVjnc08TK>

For more information on this session and to view additional videos on UN applications and other UN career-related topics, please visit our website below:

<https://careers.unog.ch/career-tips-thursday>

This online webinar is open to all current students and recent alumni and will feature a session on YPP exam structure and applications, an outline of current career opportunities in UN Geneva and tips to submit quality applications in our talent management system, Inspira. We hope these presentations will encourage young talent from the Global South, non-represented and under-represented countries to apply to suitable vacancies in the United Nations.

We kindly invite you to forward this invitation and the registration links to your network of students, alumni, or any other interested parties who wish to register and receive the livestream link.

We look forward to seeing you at the event and to connecting with talent from universities in the Global South and non-represented and under-represented countries.

Best wishes,
United Nations Office at Geneva

Forwarded to the
email add of:

- Dr. Aroque

- Prof. Bretania

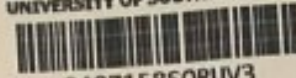
- Prof. Sambucen

Received: *Sambucen*
5/29/2024

<https://mail.google.com/mail/u/0/?ik=9693b92f1e&view=pt&search=af&permid=fbread-f:1800200085928824070&siml=msa-f:1800200085928...> 1/2

KEIX

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO



2407158SORUV3

July 15, 2024 12:03:27 PM

Requestor: PETS IN THE CITY VETERINARY CLINIC/
Type: Communication Letter (External)

RECEIVED BY
NEW 28, 2024 11:54:35 AM
Requestor: GLOBAL OUTREACH
Type: Communication Letter (External)



FULBRIGHT Philippines

PHILIPPINE-AMERICAN EDUCATIONAL FOUNDATION

July 25, 2024

Dr. Francisco Gil N. Garcia
President
University of Southern Mindanao

Dear Dr. Francisco Gil N. Garcia:

Greetings from the Fulbright Commission in the Philippines!

The Philippine-American Educational Foundation (PAEF) which also serves as the Fulbright Commission in the Philippines, is a binational commission responsible for the administration of the prestigious Fulbright Scholarship Program, Hubert H. Humphrey Fellowship Program, Global Undergraduate Exchange Program, and other educational exchange initiatives between the United States and the Philippines.

We are pleased to inform you that the Fulbright Commission in the Philippines has opened the application for the following Fulbright Visiting Scholar Programs:

1. Fulbright Advanced Research and University Lecturing Program - The Fulbright Advanced Research and University Lecturing Program, also called the Fulbright Visiting Scholar Program, is a scholarship for academics and professionals to implement their research projects at institutions for higher education, non-profit research institutes, and government institutions in the United States. Grantees, in addition to the implementation of the research project, can also teach courses.
2. Fulbright U.S.-ASEAN Visiting Scholar Initiative Program - The objective of the Fulbright U.S.-ASEAN Visiting Scholar Initiative is to deepen people-to-people engagement and strengthen our educational ties with the ten member nations of ASEAN, while specifically emphasizing the importance of ASEAN. To date, more than 80 scholars from all 10 ASEAN Member States have been awarded scholarships to pursue studies focused on a wide range of subjects including public health, the South China Sea, Indo-Pacific focus, ASEAN economic integration, banking governance, human trafficking, STEM education, food safety, and legal education.

20th Floor Greenfield Tower
Williams cor. Mayflower Streets
Greenfield District, Mandaluyong City
1550 Philippines

Philippine-American Educational Foundation

☎ : (632) 8812-0919 / (632) 8812-0945

✉ fulbright@fulbright.org.ph
www.fulbright.org.ph

Facebook: Fulbright Philippines
Twitter: @FulbrightPH

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO CVM

240829YN8BWQ1 OP

August 29, 2024 11:00:00 AM
Requestioner: FULBRIGHT PHILIPPINES/ Julio S.
Ty:

*All Deans and Directors
Pls. expose the
possibility by inviting
your students and
faculty members to
accede to this
invitation from
Fulbright, Phils. Inc.*

*MP
N*

3. Fulbright-Philippine Space Agency Program Award in Space Science and Technology Applications (Fulbright-PhilSA) - This program award, in partnership with the Philippine Space Agency (PhilSA), is a visiting scholar program award designed for academics and professionals to implement their research projects at institutions for higher education, non-profit research institutes, and government-affiliated institutions in the United States. The Fulbright-PhilSA award aims to accelerate the development of a sustainable pool of space scientists, engineers, lawyers, entrepreneurs, communicators, and other professionals constituting a robust domestic space ecosystem.

The deadline for applications is on October 15, 2024, 11:59 PM Manila Standard Time.

Please refer to the recruitment flyer to learn more about the application, eligibility, and requirements of the scholarship grant. Also, enclosed is an info page of the schedules of the Fulbright Visiting Scholar Programs Virtual Information Sessions for (free) registration.

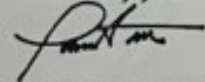
We would like to request your assistance in disseminating this information to your institutional network and colleagues and encourage them to explore and apply for this opportunity.

If you have questions and want to learn more about the Fulbright grants, please don't hesitate to contact our team at fulbright@fulbright.org.ph with the email subject line:

- A. For Fulbright Advanced Research and University Lecturing Program: ATTN: 2025–2026 Fulbright-PhilSA Request for Additional Information
- B. For Fulbright U.S.-ASEAN Visiting Scholar Initiative Program: ATTN: 2025–2026 Fulbright U.S.-ASEAN Visiting Scholar Initiative Program Request for Additional Information
- C. For Fulbright-PhilSA Program: ATTN: 2025–2026 Fulbright-PhilSA Program Request for Additional Information

Thank you for your support of the Fulbright program.

Sincerely yours,



Julio S. Amador III
Executive Director

OR APPLICATION



A.Y. 2025-2026 FULBRIGHT ADVANCED RESEARCH AND UNIVERSITY LECTURING PROGRAM

The Fulbright Advanced Research and University Lecturing Program, also called the Fulbright Visiting Scholar Program, is a scholarship for researchers and professors for the implementation of their own research projects at American universities, non-profit research institutes and some government institutions.



SCAN TO READ MORE &
APPLY

A.Y. 2025-2026 FULBRIGHT U.S.-ASEAN VISITING SCHOLAR PROGRAM

The Fulbright U.S.-ASEAN Visiting Scholar Program is open to university faculty, foreign ministry or other government officials, and professional staff of the private sector, think tanks, and other NGOs in the ASEAN Member States.



SCAN TO READ MORE &
APPLY



FULBRIGHT-PHILIPPINE SPACE AGENCY (PHILSA) PROGRAM AWARD IN SPACE SCIENCE AND TECHNOLOGY APPLICATION

In partnership with PHILSA, this is a scholarship opportunity for Filipinos to conduct advanced research in the United States for fields related to space science and technology applications during the academic year 2025 - 2026.



SCAN TO READ MORE &
APPLY

DEADLINE FOR APPLICATIONS: OCTOBER 15, 2024

For any inquiries, visit <http://fulbright.org.ph/> or e-mail fulbright@fulbright.org.ph.



We're holding Virtual Information Sessions!

The Philippine-American Educational Foundation is holding a series of virtual information sessions focusing on our Fulbright Visiting Scholar Programs currently open for application! Learn more about the history, commission, different Fulbright programs, and application requirements joined by our Program staff and alumni.

Registration for these sessions is free and attendance upon registration is only required. Interested applicants are encouraged to attend the info session.

DATE	PLATFORM	LINK FOR REGISTRATION (scan to register)
August 8, 6:30PM	Zoom	
August 31, 9:30AM	Zoom	
September 12, 6:30PM	Zoom	
September 28, 9:30AM	Zoom	

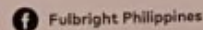
Fulbright programs discussed:

Fulbright Advanced Research & Lecturing
University Program (Visiting Scholar Program)

Fulbright-Philippine Space Agency Program Award
in Space Science and Technology Applications

Fulbright U.S.-ASEAN Visiting Scholar
Program

For any inquiries, visit <http://fulbright.org.ph> or e-mail fulbright@fulbright.org.ph



Fulbright Philippines



fulbright_ph



Fulbright Philippines