

**(SAMPLE) LETTER OF INTENT**

**POSITION APPLIED** : Contact Tracer  
**SALARY GRADE** : 9  
**MONTHLY SALARY** : 18,784.00

**NAME:** \_\_\_\_\_  
(Given Name, Middle Name, Surname)

**RESIDENCE:** \_\_\_\_\_

**CONTACT NO./CELLPHONE NO.** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CIVIL STATUS:**

\_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Widow/Widower \_\_\_\_\_ Single Parent

**BIRTHDAY:** \_\_\_\_\_ **AGE:** \_\_\_\_\_  
(Month/Day/Year)

**BIRTHPLACE:** \_\_\_\_\_

**EDUCATION:** \_\_\_\_\_

**EXPERIENCE:** Please tick the box if applicable:

- Skilled in data gathering and/or assisted in research and documentation
- Able to interview COVID-19 cases and close contacts in order to gather data on travel history and conduct health assessments
- Possess the ability to advocate public health education messages
- Have investigative capability

**OTHER INFORMATION:** Please tick the box if applicable:

- Contract of Service personnel, whose contracts have not been renewed or have been affected by the budget realignments due to COVID-19.
- Returning Overseas Filipino Worker whose employment had been disrupted.
- Local company worker whose services have been recently terminated.

For more information, please attach an updated accomplished Personal Data Sheet, which can be downloaded at **(SAMPLE LINK)** <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/872-mc-no-11,-s-2017-personal-data-sheet-cs-form-no-212,-revised-2017.html>

(Note: Regional/Provincial Offices may create a link where the applicants can apply online and send the application letter, together with the other requirements or submit their documents via dropbox located at the Provincial/HUC Offices)

\_\_\_\_\_  
(Signature of Applicant over printed name)

\_\_\_\_\_  
(Date accomplished)

Reviewed By:  
\_\_\_\_\_  
Provincial/HUC Administrative Officer

\_\_\_\_\_  
Date Reviewed