

January 27, 2023

Dr. JOEL Q. MABALHIN

Department Head

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Mabalhin:

Greetings!

Hope you will consider me as an applicant in your good office. I am interested to be part of the Educators' Department in achieving the mission and vision of the department as well as the university. Hope you will give me a chance.

I am Erna Mae Viscara Alajas, 23 years old, residing at Paril, Mahaplag, Leyte, Philippines. I am a graduate of Bachelor of Secondary Education – Filipino major. I have two semesters teaching experience at Southern Leyte State University – Tomas Oppus campus, and five semesters teaching experience at Visayas State University – Main campus as part-time instructor. Currently, I am pursuing Master of Arts in Education major in Filipino Language Teaching at Cebu Normal University.

Enclosed is my resume for your perusal and further information. Thank you very much and I shall be pleased to see you for an interview in your most convenient time. I could be reached through my mobile number 09367390501, erna.alajas@vsu.edu.ph.

Let me thank you most sincerely for the favorable action that you will grant to this request.

Very truly yours,


ERNA MAE VISCARA ALAJAS

Applicant