

June 26, 2025

DR. LIJUERAJ J. CUADRA

Department Head
Department of Agricultural Education & Extension
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Cuadra,


Greetings of peace!

I learned from the Visayas State University website that the Department of Agricultural Education and Extension is hiring for a permanent Instructor I position. I am writing to express my interest in the position.

I am Archille C. Galupo, a candidate for the Master of Science in Agricultural Extension (MS AgEx) at the Visayas State University. I completed my undergraduate degree in Bachelor of Science in Development Education at the same university. I have been teaching part-time in the Department of Agricultural Education & Extension for the last four semesters. Aside from teaching, I was also exposed to field work as an enumerator, a training assistant, and a farm worker.

To further discuss my application, I would be glad to come for an interview at any time of your convenience. I am hoping for a favorable outcome of this endeavor. Thank you very much!

Respectfully yours,


Archille C. Galupo
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