

August 22, 2023

P. Plagata Street Barangay 5 Pob.
Catubig Northern Samar

DANIEL LESLIE S. TAN

Vice President for Administration and Finance
Visayas State University
Baybay City Leyte

Thru: **Dr. Analyn M. Mazo**

Head, Department of Biological Sciences
Visayas State University

Dear **Dr. Tan** ,

Greetings!

I have heard from a reliable source that you are in need of a Part-Time Instructor Position in your University. In this regard, I am interested to apply for the said position.

I am Joy L. Sarmiento, a graduate of the degree of Bachelor of Science in Biology in the University of Eastern Philippines last 2002. And completed my Professional Teacher Certificate Programs (PTCP) in Northern Samar Colleges last October 2017 and luckily passed the Licensure Examination for Teacher last March 2018.

I worked as Part-Time Lecturer in University of Eastern Philippines-PRM Campus from August 2018 to May 2019 wherein I taught subjects in Earth Science and Physics in Senior High School, Natural Science and Science, Technology and Society (STS) for college students.

Thereafter, I was granted as one of DOST-ASTHRDP graduate scholar last August 2019 and finished my Master of Science in Horticulture minor in Botany last August 3, 2023 at Visayas State University, Baybay City, Leyte.

I am interested to be part of your institution and be able to share my capabilities in any service in your humble institution. Please find the attached curriculum vitae showing my education, experiences, certificates and background. Should you consider my application, please contact me in this number 09855652721 or email me at 19-1-02603@vsu.edu.ph

Thank you for your time and consideration.

Sincerely yours,

JOY L. SARMIENTO
Applicant