

EUNICE B. GARCIA

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Bayawan City, Negros Oriental

June 25, 2024

DR. ROSARIO P. ABELA
Head, Department of Teacher Education
Visayas State University
Baybay City, Leyte

Dear Dr. Abela,

I hope this letter finds you well. I am writing to express my strong interest in the Instructor III position for the Department of Teacher Education posted at the official website of Visayas State University. I believe that my qualifications and professional experience make a great fit to the teaching role that you are looking for.

I recently finished my Master of Arts in Teaching with specialization in Social Science from the Leyte Normal University. My line of work as a Senior High School teacher is also concentrated in this field, handling Social Science subjects in the past six (6) years at the Department of Education. I have passed the Licensure Examination for Teachers in 2019 specializing in Social Studies and was placed in Bayawan National High School to support the growing population of students enrolled in the Humanities and Social Sciences (HUMSS) Department. This year, I was designated as Department Head of the said unit and contributed to the implementation of programs and activities, both academic and co-curricular. Aside from my classroom responsibilities, I also take on ancillary functions such as being the School Guidance Advocate, Homeroom Guidance Coordinator, Supreme Secondary Learners Government Adviser, and Homeroom Adviser, along with other speakership and facilitation engagements in Division and Regional-led Trainings. I am a certified Values Restoration Officer and is also supporting the Values Restoration Program in the Schools Division.

Despite the various roles and responsibilities in DepEd, I extended my services to Negros Oriental State University-Bayawan Sta. Catalina Campus starting last year as Part-time Instructor because of my desire to enrich my professional experience and reach out to more students. This is the same motivation that I have in applying for this position and I am hoping to bring valuable contribution to your university as well.

I have attached herein my resume and other pertinent documents for your perusal. Should you have more questions, please feel free to reach me thru my e-mail address or mobile number.

I look forward to discussing this application with you. Thank you for your time.

Sincerely,


EUNICE B. GARCIA