

**SHALOM GRACE C. SUGANO**

Department Head  
VSU Integrated High School  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

Please consider this letter as my intent to apply for a instructor position in your established department. I have read the job post in the [hris.vsu.edu](https://hris.vsu.edu) last February 28, that you are looking for a part-time instructor. Given my qualifications, I believe that I am qualified to teach.

I graduated without failing grades last September 30, 2021 from Visayas State University, as Bachelor of Secondary Major in Filipino and just last year, December 17<sup>th</sup> 2022, I passed the October 2, 2022 Licensure Examination for Teachers. As of now, I still don't have my PRC license with me because I just had our Oath-Taking last week, February 17<sup>th</sup> and it's not yet available to register online. But I can assure you that I have the certificate of rating proving that I passed the board exam.

To continue to develop myself academically, I now started pursuing my graduate degree in Franciscan College of the Immaculate Conception in the degree of Master of Arts in Education Major in Education Management just this February and hoping to finish it within 2 years.

Though in your qualifications you stated that you prefer to hire a Science related teacher, I can guarantee you that I am willing to learn the subject as I have possessed the core competencies you have stated there on your job post.

I chose to apply for this job because I know that I am not just ready to be a teacher but I know I can be a good asset in your institution as I am equipped with different kinds of skills and talent. I am not just going to serve the school you will choose to put me in, but also I will choose to serve VSUIHS in any possible way I can.

I am hoping that you will give me the chance to have my first teaching experience in your school. Thank you for considering my application. I am waiting for your positive response.

Sincerely,

**Christal A. Villacura**  
Applicant