

July 16, 2025

**DORYN JAN L. AVILA**

Department Head  
Department of Business and Management  
Visca, Baybay City, Leyte 6521

**Dear Ma'am Jan;**

I am writing to express my interest in working as a *Part-Time Instructor* at your prestigious institution. I have previously taught and handled in your Department courses: Mgmt 121/Mgmt 101a Principles of Accounting 1, Mgmt 101b Principles of Accounting 2, Mgmt 121n International Marketing, Entr 11-The Entrepreneurial Mind, AgSc 14- Introduction to Enterprise and Entrepreneurship, Mgmt 114n- Introduction to Management Science, Mgmt 198n- Agribusiness Research Methods, Mgmt 113n- Business Planning and Implementation 2, and Mgmt 111- Human Resource Management last Term 1 SY 2021-2022, and Term 1 and 2 SY 2024-2025 which, I believe, have greatly developed my teaching skills. During those times, I was able to hold face-to-face and online classes while encouraging students' active participation; facilitated webinars to foster deeper knowledge within the subject matters; deliver course objectives in line with the course syllabus; prepared instructional materials like PPT Presentations and lecture videos for synchronous and asynchronous classes drafted and submitted Table of Specifications; answered questions and subject related inquiries. I graduated with a Master of Management major in Business Management under the scholarship of the Commission on Higher Education (CHED) through the SIKAP Program. By God's grace, my special problem was accepted for publication in the Science and Humanities Journal, entitled *Optimizing Profit from Coconut Sap-Based Products at Different Investment Levels*. I obtained bachelor's degree in Agribusiness from Visayas State University (VSU), Baybay City, Leyte last 2019 as *Magna cum laude*; and have received an *Honor Graduate Eligibility (HGE)* from Civil Service Commission.

Recently, I was engaged with several consultancy and extension activities with the Department of Trade and Industry, and have written several Manual of Operations on Fabrication Laboratory and Charcoal Briquetting Shared Service Facility, and Investment plans on Virgin Coconut Oil, Crab Traps, the Rhode Island Red Chicken Project, Community Nursery, Fish Sauce and Dried Fish Production, Banana and Cassava Flour Processing, Palay Trading, and Cacao Farm Projects. I was the owner/proprietor of the Five Shepherds' Planting Materials and Agri-products which now have become a corporation, and is engaged in fabrication, agricultural products trading, poultry, live stocks, and other services. Momentarily, we have a technology licensing agreement with VSU to fabricate the Portable Vacuum Frier invented under the university's name, and is also applying for another technology's adaption from the university.

I have also been given the opportunity to host seminars, conference, and training on Product Pricing and Costing with Current Good Manufacturing Practices; Simplified Bookkeeping for Non-accountants and eBIR forms Seminar; Entrepreneurial Mind setting and Negosyo Center Services; Business Expenses Savings Training (BEST) Game and Simplified Business Registration Forum; and Scaling Up Competitiveness Through Effective Use of IP System. Moreover, as an Agribusiness graduate, I have been equipped with the following skills: writing skills (research, business plan, investment plan, and market study), interpersonal skills, active listening, general business, communication, computer skills (Microsoft Office, Lindo, SPSS, Open Office, Canva, Prezi, Excel QM, Adobe Photoshop, R Studio, and Express Accounts Accounting Software), leadership, and driving skills (Restriction 1). Moreover, I am good in Filipino, Cebuano, and English language; and I am quite familiar with the Waray dialect. I have a basic knowledge of the registration procedures for sole proprietorship and corporation types of businesses, and I have worked for two (2) years as a Negosyo Center Business Counselor in the Department of Trade and Industry.

While working for about two (2) years as a Negosyo Center Business Counselor at VSU-Baybay has positively influenced me. On several occasions, it has been my honor to be delegated as one of the resource speakers on seminars; which I believe, had greatly enhanced my skills. This exposure has likewise made me aware of the current businesses in our municipality. Eventually, I wish to bring my passion, knowledge, skills, expertise, and commitment to excellence within your institution's innovative environment; and be part of the pursuit of a globally competitive university for science, technology, and environmental conservation. I hope my application will receive favorable feedback from you.

I am very much willing to come to your office for an interview at your most convenient time. You may reach me through my mobile number (+63) 970 516 4351 or email address [grace.molleno@vsu.edu.ph](mailto:grace.molleno@vsu.edu.ph).

Thank you so much and God bless!

Sincerely,

  

---

**GRACE L. MOLLENO**  
*Applicant*