

LETTER OF INTENT

September 11, 2025

DR. PROSE IVY GUASA YEPES

Visayas State University – Main Campus

Visca, Baybay City, Leyte

Dear Dr. Yepes:

Good day!

I am writing to formally express my intent to apply for the position of **Instructor I (Part-Time)**, Job Code: **OPWCTS**, at the **Visayas State University – Main Campus**. I am eager to share my academic expertise and professional practice with your students, and I am particularly interested in contributing to your programs through a **part-time teaching schedule during weekends (Saturdays and Sundays) or weekday evenings (5:00 PM to 9:00 PM)**.

I am **ENGR. FRANCIS CHARL C. LATORRE**, a **Licensed Professional Teacher (LPT)** with both academic and industry experience. Since **2016**, I have been serving as **Teacher II** and designated as **School Physical Facilities Coordinator** at **Seguinon Stand Alone Senior High School**, where I have taught subjects across the **STEM, HUMSS, and ABM Academic Track strands**. My teaching practice emphasizes learner-centered strategies, real-world applications, and preparing students for higher education and professional careers.

My academic and professional qualifications include:

- Currently pursuing **Bachelor of Science in Civil Engineering** – University of Cebu
- **Master of Engineering in Mechanical Engineering (Units)** – Eastern Visayas State University
- **Master of Education in Mathematics (CAR)** – Asian Development Foundation College
- **Bachelor of Science in Mechanical Engineering** – Palompon Institute of Technology
- Licensed **Professional Mechanical Engineer (PME)**, **Registered Master Plumber (RMP)**, **Certified Plant Mechanic (CPM)**, and **Registered Master Electrician (RME)**
- Holder of multiple **TESDA National Certificates** in technical and applied skills

In addition to classroom instruction, I practice as a **Professional Mechanical Engineer and Registered Master Plumber**, authorized to sign and seal engineering plans and documents. This dual engagement in both **industry and education** enables me to provide students with practical, experience-based learning alongside academic instruction.

I have also been active in **professional development and leadership**, serving as **Vice President for Technical Affairs of PSME – Kalanggaman Chapter** and **BSP Circle Adviser at Seguinon SHS**, which further developed my mentoring, organizational, and leadership skills.

With my academic background, professional practice, and availability to teach on **weekends or weekday evenings**, I am confident in my ability to contribute effectively as a **Part-Time Instructor I**.

Attached herewith are my **curriculum vitae, academic credentials, professional licenses, and other supporting documents** for your review. Should you need additional information, I may be reached at **0992-468-8490** or via email at **fcclatorre@gmail.com**.

Thank you very much for considering my application. I look forward to the opportunity to contribute to the academic excellence of **Visayas State University** while serving as a **Part-Time Instructor**.

Respectfully,



ENGR. FRANCIS CHARL C. LATORRE

LPT, RMEE, RME, RMP, CPM, PME

Applicant