

**DR. LEO A. MAMOLO**

Dean, FTE  
Visayas State University  
Visca, Baybay City, Leyte

July 10, 2025

**MAY KATRINA O. LUCERO**

Brgy. Tinag-an, Albuera, Leyte  
09538750740  
Lucerokatrina458@gmail.com

Dear Ma'am/Sir,

I am writing to express my interest in the Administrative Officer position at Faculty of Teacher Education. With my strong background in education and administrative experience, I am confident that I can bring value to your team.

As a licensed professional teacher with experience in teaching and administrative roles, I possess excellent communication and organizational skills. My experience as a Senior High School Teacher at St. Aloysius Institute of Technology and Practice Teacher at Baybay National High School has given me a strong understanding of educational administration and management.

In addition to my teaching experience, I have also honed my skills in leadership, event management, and research through various trainings and seminars. I am proficient in computer skills such as encoding, video editing, and creating presentations.

I am excited about the opportunity to apply my skills and experience in an administrative role and contribute to the success of the Faculty of Teacher Education. I have attached my resume for your review.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

MAY KATRINA O. LUCERO, LPT