

**Flora Mae Angtud-Galenzoga**  
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July 12, 2021

Dr. Jett C. Quebec  
Department Head  
Department of Liberal Arts & Behavioral Sciences  
Visayas State University  
Brngy. Pangasugan, Baybay City, Leyte

Dear Dr. Quebec:

Peace and Goodwill!

I am writing to your good office to express my interest in applying for a part time teaching position at the Department of Liberal Arts & Behavioral Sciences under the College of Arts and Sciences (CAS).

The background in having a degree in Bachelor of Laws at the Philippine School of Law and a Master Degree in Public Management and a Diploma in Professional Education from the University of Visayas with a pre-law course of Bachelor of Arts major in Political Science from the University of San Jose Recoletos, and teaching experience for thirteen years and have been handling subjects such as Politics and Government with Philippine Constitution, General Sociology (Society and Culture) with Responsible Parenthood and Family Planning, General Psychology, Philosophy, Humanities, Business Laws, Planning and Events Management and Principles of Management, The Contemporary World, Philippine Foreign Policy. Both my educational background and teaching experience makes me a strong candidate for the said position.

Through my teaching experience, I developed an understanding in syllabus making, hand-outs and modules making. Planning and organizing activities such as games, debates, and field exposure: conducting survey, and simulation helps establish a more holistic approach that helps students understand the lesson in a more active environment. I find ways to expand the arena of learning through conducting seminars for graduating university and or college students on Leadership Training, Personality Development and Social Graces, and by being the ROTC Sponsor's Adviser in ROTC Corps in Visayas State University for successive four years.

Please consider my resume, enclosed documents and this letter as a sincere interest in applying for a teaching position in your institution. I would greatly appreciate the opportunity to meet with you or your representative/s and further discuss the available position. Thank you for your consideration, and I look forward to hearing from you and speaking with you and your good office in the near future.

Sincerely,



Flora Mae Angtud-Galenzoga