

July 14, 2025

DR. CHERYL C. BATISTEL

Head, Dept. of Biological Sciences
Visayas State University
Baybay City, Leyte

Dear Dr. Batistel,

Greetings!

I am writing to express my sincere interest in a teaching position within your department. I am Ern Oliver C. Balondo from Naval, Biliran Province, and I am currently pursuing my postgraduate study at the University of the Philippines - Los Baños, Laguna.

With a strong foundation in Biology, coupled with field exposure and a passion for both teaching and research, I am confident in my ability to make meaningful contributions to the department's continued growth. I have five years of experience in the academe, which has honed my skills not only in instruction but also in research and administrative functions.

It would be a great honor to once again be part of your department and to share my knowledge and experiences with students, fellow faculty members, and staff. Enclosed are my Curriculum Vitae (CV), True Copy of Grades (TCG) from my postgraduate studies, and my Transcript of Records (TOR) for my baccalaureate degree, which provide further details about my academic and professional journey.

Should you require any additional information or documentation, please do not hesitate to contact me via email at balondoern@gmail.com or through my mobile number at +63 992 031 11980.

Thank you for considering my application. I look forward to the opportunity to contribute to your department and to engage in meaningful academic work.

Respectfully yours,



ERN OLIVER C. BALONDO

Teaching Applicant