

Canhandugan Jaro, Leyte  
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January 22, 2024

REV RIZZA L. AURE  
DEAN, FNMS  
Visayas State University  
Visca, Baybay City, Leyte

Thru: EUSEBIO R. LINA JR.  
Department Head  
Department of Mathematics  
Visayas State University

Sir,

Good day, I am writing this letter to express my interest in applying for the position of Instructor I. I have recently passed the March 2024 Licensure Examination for Public Teacher and have not practiced my profession. I am an active member of one of the largest Youth Organizations in the Province which is the Sons And Daughters Encounter (SADE) which focuses on youth formation. I am also one of the beneficiaries of the Pantawid Pamilyang Pilipino Program and awarded with Huwarang Bata Award during my high school days.

I had a few administrative backgrounds when I worked as an encoder at Adolescent Health and Youth Development under the Provincial Population Office as a SPES grantee for two consecutive years. I also have a few backgrounds in handling computations because of my major and previous job as a cashier in a café in Palawan province. I also have a good communication skill that I applied during my previous work recently as a team supervisor for the 2024 Population Census and Community Based Monitoring System under the Philippine Statistics Authority.

I hope that you will consider my application for the Instructor position in your Department. Please feel free to set up an interview if you deem it necessary to review me for the post.

Thank you for your time.

Sincerely,

Pamela Jean C. Alticen  
Applicant