

November 21, 2023

**DANIEL LESLIE S. TAN, PhD**

OIC President

Visayas State University

Visca, Baybay City, Leyte

Thru: **LYNETTE C. CIMA FRANCA**  
Head, DFST-VSU

Dear Dr. Tan,

I am Leilani Mazo Valdevieso, a graduate of Master of Science in Food Science and Technology. I learned of a notice of vacancy for Instructor I for the Department of Food Science & Technology. Since I believe I am qualified for the position, I am expressing my interest in applying for the said vacancy.

I have been working as Laboratory Technician of the Department of Food Science and Technology at the Visayas State University on Job Order status since 2009 until I was appointed as Administrative Aide on permanent status effective August 3, 2015. My job description remains the same as laboratory technician to include: assisting the professors in handling students during hands-on exercises for course offerings such as Food Processing and Preservation, Food Sensory Evaluation, Food Microbiology, Food Chemistry, and Food Analysis and as custodian of all equipment and supplies in the laboratories. I also assist all students (undergraduate, graduate, including elementary and high student students) conducting their research experiments in the DFST.

With my skills and diploma of Master of Science and Food Science and Technology, I have been requested by DFST and given approval by top management to handle and teach undergraduate courses such as Introduction to Poultry/livestock products, processing, and preservation, Baking Technology, and Food Microbiology. I am also very active in extension activities where I serve as a resource person on various trainings related to food processing and preservation. I am also involved in research activities with the appropriate appointments as project staff of some of the researches of the department.

My experience as laboratory technician for quite some time and my exposure to various trainings conducted outside of VSU taught me how to deal with different types of students and thus, developed my ability to work well with different types of people.

Attaching herewith are pertinent documents to support my application for your perusal and evaluation. I would be very glad if given the opportunity to come for an interview at your convenient time and date. You can contact me using my email address [lei.valdevieso@vsu.edu.ph](mailto:lei.valdevieso@vsu.edu.ph) and my personal number at 09675486015.

Thank you in advance for your time and consideration.

Sincerely,

  
**LEILANI MAZO VALDEVIESO**  
Applicant