

**VISAYAS STATE UNIVERSITY**  
**Visca, Baybay City, Leyte**

July 29, 2024

To: **SUZETTE B. LINA**  
Dean,CAFS

Thru: **JERRY B. SANGUILLOSA**  
Department Head  
Department of Plant Breeding & Genetics

Dear Sir/Ma'am:

I am writing this letter to formally extend my interest to apply for a part-time instructor in the Department of Plant Breeding and Genetics which was posted in the VSU HRIS website. I am committed to render excellent service in the university.

I am Glory Mae C. Beloy, having earned my bachelor degree in the Visayas State University with a degree of Bachelor of Science in Agriculture major in Plant Breeding and I passed the Licensure Examination for Agriculturists in 2019. I have the opportunity to pursue a graduate study in VSU which was funded by DOST ASTHRDP in 2019-2021. With this, I would like to extend my knowledge and expertise in the department.

Furthermore, for broader information I have attached my resume for your perusal and you can contact me in this mobile number 09198871293. I am hoping for a positive response to this application.

Thank you so much and be safe.

Sincerely yours,

**Glory Mae C. Beloy**  
applicant