

July 02, 2022

**BERT C. PEÑALOSA**

Department Head  
Department of Business and Management  
Visayas State university  
Visca, Baybay City, Leyte

Good Day Sir,

Greetings of peace and prosperity.

I am writing to express my intention of applying for part-time instructor position in Department of Business and Management of the School Year 2022-2023.

I earned my degree of Bachelor of Science in Agribusiness from Visayas State University – Main Campus. I also finished taking Supplementary 18 Education Units in Franciscan College of the Immaculate Conception, Baybay City, Leyte. I also passed the recently Licensure Examination for Teacher (LET) Secondary Level last September 26, 2021 with a weighted average of 77.80%.

I am presently working at Visayas State University – Main Campus Visca Baybay City, Leyte, as an Administrative Aide I in the Accounting Office for 18 working days and presently working at Chandria Integrated Farm located at Barangay Gacat, Baybay City, Leyte as a Farm Trainer in Organic Agriculture Production NC II and Agricultural Crop Production NC II during my Off-days and Saturday and Sunday I work some of administrative work related.

Thank you in advance for your time and consideration.

Attach herewith are pertinent papers for your perusal and evaluation.

Very Truly Yours,

RYAN T. FERNANDEZ

Applicant  
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