

August 16, 2023

JOEL Q. MABALHIN

Department Head
Department of Teacher Education
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Good day!

I am pleased to be applying for the position of Physical Education (Part-Time) Instructor at Visayas State University. I was ecstatic to find this opening at VSU Integrated High School Facebook page and feel that my skills and studies makes me a perfect fit for the position.

As a product of the Southern Leyte State University, I have a wealth of experience in teaching and learning. In college, I was an active member in various student organizations of this institution. I was also a member of Cultural Performing Arts Guild (CPAG) for the whole college years.

With respect to my eligibility, I am a Licensed Professional Teacher. My time teaching for 2 years in Abuyog Academy Incorporated allowed me to exercise my profession, hone my teaching, planning, and organizational skills. My work as a Senior and Junior High School Teacher required extensive time management and collaboration effort, preparing for the lessons and year-end reports. I was also a TESDA passer in Computer Systems Servicing with which I gained a National Certificate.

In addition to my teaching experience, my skills have been further cultivated through participating PEAC Seminars. Through this combination of skills and experience, I am confident that I am ready to work and do the responsibilities of a teacher and I know that your reputed institution, The Visayas State University, can give me an opportunity to continue develop myself professionally.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Jan Roel J. Montajes

Applicant