

July 12, 2021

**Jett C. Quebec, PhD**

Head, Department of Liberal Arts and Behavioral Sciences

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Quebec**,

Good day!

I am writing this letter to express my intention to re-apply as a Philosophy and Social Sciences Instructor in your department. With my degree, the graduate study that I am pursuing, and the three years' teaching experience, I am fit for the job and meet the expectations of an instructor in the said fields of study.

The liberal education I pursued and currently pursuing equip me to have the necessary knowledge to teach philosophy and social sciences courses and impart the same enthusiasm to my-to-be-co-learners and colleagues. As a student-leader in my undergraduate years, I have the skills to communicate well with persons at every level and handle any events that would require planning and management. In my three years working in the Department of Liberal Arts and Behavioral Sciences, aside from instruction, I have handled assignments and appointments entrusted to me, to mention some: in my first semester of teaching, I was delegated to spearhead the proposal to offer a Bachelor of Arts in Philosophy, which now I am still working with Mr. Al Franjon Villaroya; in the following semester, I was given the task to be one of the resource speakers for the Philosophy Research Extension; in third quarter of 2020, in support of the university's response to the new normal, I was assigned as a focal person to communicate with other departments, to work hand-in-hand with my home-department and the Office of the Vice-President for Student Affairs and Services (OVPSAS) in the distribution and retrieval of the printed learning materials and student outputs for the 2020-2021 academic year; in the same semester, I was assigned to be the department's Extension Communicator; I am also one of the component leaders for the Philosophy Research Extension, which focuses on capacity building to teach the Senior High School Introduction to the Philosophy of the Human Person course. These are among the responsibilities delegated and asked from me to deliver. Hence, with the best intention in mind, I can still do more in the different aspects of a faculty-researcher and an employee of the Visayas State University.

I am looking forward to a favorable response and hearing from you or your office regarding my application. My contact information is provided in case of updates, questions, and additional documentation. Attached to this letter are my resume, photocopy of my transcript of record, and other essential documents.

Thank you.

Respectfully,

**JOHN MARTIN A. DIAO**

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