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Department of Business and Management (DBM)  
Visayas State University  
VSU, ViSCA, Baybay City, Leyte

Good Day Ma'am/Sir,

I am interested in applying to your department as Instructor I (temporary). I earned a Bachelor of Science in Agribusiness (Magna Cum Laude) and a Master of Management with a major in Business Management from Visayas State University (VSU) on June 15, 2018 and September 30, 2021, respectively. I was able to study and finish my master's degree with the aid of the VSU Graduate School's scholarship for honor VSU undergraduates. By God's grace, I was also able to be included in the president's list during the 1<sup>st</sup> semester of academic school year 2019-2020 for my master's degree.

As a Bachelor of Science in Agribusiness and Master of Management graduate, I will have the opportunity to share the theories and learning in the classroom with the students and other individuals interested. In my first job as a science research assistant at PhilRootcrops, I assisted in the review and updating of root crops-based products and technology portfolios. I also served as an instructor for 2 years at the Department of Business and Management (DBM), during which I was a part-time instructor at the university for academic year 2018-2019 and a substitute instructor for academic year 2019-2020. In the department, I taught business management related subjects that included principles of accounting, investment management, entrepreneurship, operations management, and research methods. In addition, during the pandemic, I had the opportunity to author and co-author learning guides/modules for subjects such as Investment Management and Principles of Accounting 2.

Aside from my experience in instruction, I was also engaged in research and extension particularly as a former staff in a project funded by ACIAR and as former Business Plan Technical Resource Person and Writer at a project handled by VSU and DOST-PCAARRD. At present, I am a staff in a project funded by the Philippine Rice Research Institute (PhilRice). In relation to participation in research consortiums and conferences, I had the opportunity to present my study with the support of the VSU Graduate School in the 2021 University Consortium Graduate Forum hosted by the National Taiwan University which was conducted online and was able to participate in the sharing of ideas and questions with other participants from other countries. In terms of publication, I had a research article that I had submitted to a journal and is currently being reviewed and evaluated. Furthermore, I also had the experience of being a co-writer in a news article about the 12<sup>th</sup> anniversary of the College of Management and Economics published in the VSU website. In terms of technical skills, I attended a workshop about the Statistical Package for the Social Sciences (SPSS) and also took an elective subject about statistical methods to improve my data analysis skill. I had the experience of actually using the SPSS software during the conduct of my special problem in my master's degree program. I also have a professional certificate in the course "Essential Excel Skills for Data Preparation and Analysis" which was sponsored by project SPARTA (Smarter Philippines through Data Analytics, R&D, Training and Adoption) to further improve my skills in using Microsoft Excel.

Having mentioned these experiences, I acknowledge that there is still much room for improvement that is why I am willing to undergo trainings, workshops and seminars in order to increase my capabilities as an educator. Through this teaching opportunity, I will also be able to share my advocacy about financial literacy and entrepreneurship to the students. Moreover, I hope that the skills and knowledge entrusted to me by God will truly serve His

purpose by assisting the university and department in achieving its goals and objectives.

Hoping for your kind and positive response. Thank you and God Bless.

Sincerely,

  
**VINCE G. LAO**  
Applicant