

JANUARY 09, 2019

**DR. ANALYN M. MAZO**

Department Head

Department of Biological Sciences

Visayas State University-Main Campus

Baybay, Leyte, Philippines

*Dear Dr. Mazo:*

Warmest Greetings!

I am Ern Oliver C. Balondo, a resident of Brgy. Talustusan, Naval, Biliran Province. I am writing this letter to apply for a part-time faculty position in your department. Currently, I am a Master's candidate of the degree of Master of Science in Botany with minor in Forestry: Forest Biological Sciences at the University of the Philippines Los Baños (UPLB), Los Baños, Laguna.

I also graduated from Visayas State University and taken the degree program offered in your department which is, Bachelor of Science in Biology major in Botany. And with these, I am very interested sharing my knowledge and skills to students as well as welcome the opportunity to contribute these in the field of Botany. I believe that my background in Botany would be of value in carrying out the Visayas State University Mission and Vision to become a competitive institution that provides excellent instruction, conduct relevant researches and produces highly competent graduates necessary for national development.

Moreover, I am confident that my willingness to always work for the best, good communication skills and my positive attitude can benefit the students in particular and, of course, the university in general.

I am hoping that I will be given a chance to promote meaningful, relevant and quality education that the Visayas State University is known for.

Thank you for your kind consideration.

Truly yours,

ERN OLIVER C. BALONDO

[ecbalondo@up.edu.ph](mailto:ecbalondo@up.edu.ph)

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