

July 14, 2025

MAGDALENE C. UNA JAN

Department Head
Department of Computer Science and Technology
Faculty of Computing
Visayas State University
Visca, Baybay City, Leyte

Ma'am;

I have the honor to inform your good office of my intention to apply as a Part-time Instructor of the Department of Computer Science and Technology. With self-assured, I can say that my skills in programming, communication and writing, and my teaching experience and learned professional ethics would qualify me to be part of the institution.

I finished my bachelor's degree in information technology last July 2022 at Eastern Visayas State University, Main Campus and have been awarded Cum Laude. I also completed two-year training in Software Development as a MIC-P (Multiple Income Creating Project in Information and Communication Technology) Scholar last May 2016 at Leyte Information & Communication Technology Park, Leyte Academic Center, Pawing, Palo, Leyte.

Presently, I just ended my teaching contract at your department, Department of Computer Science and Technology, at Visayas State University, Baybay, City. Last May 2023, I also ended my contract at St. Joseph High School of Dagami, Inc., Dagami, Leyte. I was also a former SPES (Special Program for Employment of Students) beneficiary at the Municipal Hall of Pastrana, Leyte for two years. In connection to this, my educational background, training, and work experiences, interest in the development of students' learning and is vital to enhancing their skills in Information Technology.

It is my goal to have a position that will improve my ability to be a productive and dynamic instructor who will make a positive contribution to the development of students and the university itself. I thank you in advance in welcoming an interview and hoping to receive your favorable response to this application.

Sincerely,

Yvonn Kyla V. Magallon
Applicant