

TRACIE R. PUNA

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September 30, 2025

DONNA CHRISTENE Q. RAMOS

Department Head

Department of Biotechnology

Visayas State University

Visca, Baybay City, Leyte

Dear Maam,

Peace and all Good!

With sincere passion and unwavering commitment to sharing my knowledge and experiences, I am eager to contribute to the academic community as an **Associate Professor V in the Department of Biotechnology**. I am dedicated to fostering a stimulating learning environment and advancing research in the field. I would sincerely appreciate your consideration of my application for this opportunity and look forward to the possibility of contributing to your esteemed institution.

I earned my **Bachelor's degree in Secondary Education** with a major in **Biological Sciences from Visayas State University in Baybay City, Leyte**, in April 2016. I successfully passed the Licensure Examination for Teachers in March 2018. In May 2023, I obtained my **Master's degree in Education, specializing in Natural Sciences**, from the **Franciscan College of the Immaculate Conception in Baybay City, Leyte**. Additionally, I published my research paper in February 2023 in the **International Journal of Multidisciplinary Educational Research and Innovation**.

Given my experience as a private school teacher at Franciscan College of the Immaculate Conception, I have gained a comprehensive understanding of the academic needs and expectations of students at various levels. Over nearly seven and a half years of teaching **high school science**, I have developed strong instructional skills and a deep passion for education. Additionally, I have taught **college courses in human anatomy and physiology, microbiology, parasitology, forensic chemistry, general chemistry, and professional education courses**. Furthermore, I currently teach **graduate courses in areas such as advanced botany, advanced zoology, environmental sciences, and genetics**. Moreover, my role as **Head of Laboratories/Science Laboratory In-Charge** at Franciscan College involved developing laboratory activities that align with curriculum objectives, ensuring safety, and maintaining equipment—skills that directly translate to delivering practical science lessons effectively. I am confident in my ability to create stimulating, inquiry-based lessons that meet the needs of all learners.

This diverse teaching background has equipped me with the ability to effectively engage across different academic levels and disciplines. As a teacher, my goal is to create a stimulating and supportive learning environment that fosters active participation and growth in my students. I believe that my skills and experience make me well-qualified for the position offered, and I am confident that I can contribute positively to your institution's academic community.

My contact details, academic credentials, affiliation, and references are enclosed for your review. I look forward to working with the staff at your institution and pledge to do so with the utmost skill and commitment. Additionally, please find attached the certificate confirming the publication of my research paper, which I am proud to include as part of my academic accomplishments.

Thank you for your time, and May God bless you.

Respectfully yours,

TRACIE R. PUNA

Applicant