

**Marcesar O. Alejaga**

468. Brgy. Hipusngo, Baybay City, Leyte 6521

+63 951 577 9364

marcy.alejaga@gmail.com

---

July 11, 2025

**Mary Ann G. Cobico**

Department Head

Department of Philosophy and Social Sciences

Visayas State University

Baybay City, Leyte

Dear Ms/Mrs. Cobico,

My name is Marcesar Ocado Alejaga. I am writing this letter because I was pleased to see the VSU Department of Philosophy and Social Sciences' Facebook post regarding the hiring of eleven (11) Part-Time Instructors. I would like to apply for this job and be part of DPSS.

Visayas State University is not a new place to me because I was a high-school student in VSULHS, and my favorite subject back then was Social Studies. I suppose some of your colleagues recognise me. I remember that I would love to recite or report in front of my classmates, giving fun facts, or simply discussing with my friends what I learned in social studies, formally and in everyday life. With my fondness for the aforementioned field, particularly in history and culture, I pursued BA Anthropology at the University of San Carlos making me right now a fresh graduate. Nevertheless, it provided me with the necessary understanding of other subfields, anthropological theories and applications like food anthropology, community development and qualitative research. During my internship at the Institute of Strategic Research and Development Studies (ISRDS), it provided me with an experience of going to the field to understand the needs of a community and acquire certain skills.

I am also good in transcription and translation skills which I enhanced during my study. I also possess time management skills and good communication skills which are also effective in collaboration within a team or group, and speaking in front of an audience like students. I can also work in spreadsheets, documents, and prepare power point presentations.

Please see my attached resume with the letter. I appreciate your time reviewing my application and I will be delighted to attend an interview with you at your convenience.

Sincerely yours,



Marcesar O. Alejaga