

December 24, 2024

## APPLICATION LETTER

**MARIA VANESSA E. GABUNADA**

Department Head

Department of Arts, Languages, and Literature

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Gabunada,

I am writing to express my interest in applying for the **Instructor Position (Part-Time)** at Visayas State University Baybay. I discovered this job opportunity through the [jobs.vsu.edu.ph](https://jobs.vsu.edu.ph) portal/. I hold a Bachelor of Secondary Education, major in Social Studies, from Leyte Normal University, and I am confident that my academic background and professional experiences align well with the requirements of the position.

Since July 2024, I have been serving as a volunteer teacher at Tanauan National High School, where I have been honing my teaching skills and engaging with students to foster their academic and personal growth. This experience has deepened my passion for education and strengthened my ability to create meaningful and engaging learning experiences.

My dedication to academic excellence and public service is further exemplified by my success in passing three government examinations: the Civil Service Examination – Professional Level in August 2023, the Licensure Examination for Professional Teachers in March 2024, and the Fire Officer Exam in June 2024. Additionally, my role as the Secretary of the Sangguniang Kabataan in Barangay Pago has provided me with valuable organizational and leadership skills.

Through my experiences in teaching and community service, I have developed a comprehensive skill set essential for the teaching profession, including effective communication, time management, and the ability to inspire students to achieve their full potential. I am particularly passionate about fostering critical thinking and social awareness among learners, aligning with the mission and vision of Visayas State University.

I am eager to contribute to the institution's academic community and am confident in my ability to uphold its standards of excellence. Thank you for considering my application. I welcome the opportunity to discuss how my qualifications and experiences can contribute to the success of your esteemed institution.

Sincerely,

**GENECAESAR F. CAIBIO**

Applicant, Instructor Position (Part-Time)



# GENECAESAR F. CAIBIO

## EDUCATOR



0976-001-5258



genecaesarcaibio2@gmail.com



Tanauan, Leyte, Philippines



<https://genecaesar.my.canva.site/genecaesarcaibio>

## SKILLS

- Critical-Thinking
- Adaptive
- Collaboration
- Time-management
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

## EDUCATION

### BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES

Leyte Normal University

2019-2023

### MASTERS OF ARTS IN EDUCATION MAJOR IN SOCIAL STUDIES

Leyte Normal University

2024-Present

## CERTIFICATIONS AND ACHIEVEMENTS

- Civil Service Exam (Professional Level) Passer
- Licensure Examination for Teachers (LET) Passer
- Fire Officer Exam

I am a Licensed Professional Teacher, a Civil Service Exam Professional Level and Fire Officer ExamPasser, and currently a Secretary of the Sangguniang Kabataan in our Barangay. With a solid educational background and a fervent commitment to serving the community, I am motivated to continue making significant contributions toward creating a better and more promising future for our society.

## EXPERIENCE

### TEACHER

Tanauan National High School

July 2024 - Present

- Prepares and delivers lessons aligned with the curriculum.
- Assesses student progress through evaluations and activities.
- Supports school programs and activities.
- Maintains student records and communicates with stakeholders as needed.

### SECRETARY

Sangguniang Kabataan, Pago, Tanauan, Leyte

November 2023 - Present

- responsible for keeping an accurate record of all meetings, resolutions, minutes, and other official transactions of the SK.
- responsible for disseminating information and communicating decisions of the SK to concerned individuals or entities.
- assists the SK Chairperson in preparing the agenda, attending to correspondence, and keeping records of proceedings.

## ORGANIZATIONAL AFFILIATION

- SVFP Social Action Commision

2024 -Present

- LNU Alumni Association

2023 -Present

- SVFP Vincentian Choir and Emmanuel's Singers

2022-Present

- JJC Tanauan Molave

2017-2019

# **Pertinent Documents for Faculty Position (Part-time/Substitute)**

Genecaesar Faron Caibio

Faculty Position - Social Science

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