

**MA. TRINA C. LORETO**

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June 12, 2025

**REYMAR C. ORIA**

VSU- IHS Principal

Visayas State University, Visca

Baybay City, Leyte

Dear Sir,

Peace and all Good!

I am writing to express my sincere intent to apply for the position of Science Teacher in the Department of Secondary Education at Visayas State University Integrated High School for the School Year 2025-2026. With deep passion and commitment to impart knowledge and foster holistic growth among learners, I am eager to contribute to your esteemed institution.

I graduated with a Bachelor of Secondary Education major in Science from Visayas State University–Main Campus, Baybay City, Leyte, in August 2022. I successfully passed the Licensure Examination for Teachers in March 2023 with a rating of 86.6, and I am a registered professional teacher. I also graduated with a General Weighted Average of 1.807. Currently, I am pursuing my Master of Arts in Education major in Natural Science at Franciscan College of the Immaculate Conception, where I have already earned 30 units.

For almost two years, I have practiced my profession as a Basic Education Faculty member at Franciscan College of the Immaculate Conception, where I handled various science subjects and actively participated in school programs and student development activities. My teaching experience has honed my ability to create engaging learning environments, adapt to diverse learners' needs, and collaborate effectively with colleagues.

Beyond classroom teaching, I have pursued continuous professional development, attending national and local training programs such as the National Training on Microsoft Office Upskilling for Teachers, Google Workspace for Education, and Interactive Teaching and Learning using ClassPoint. I have also participated in seminars on educational research, student welfare, and coaching, reflecting my commitment to lifelong learning and educational excellence.

I am confident that my academic background, licensure, teaching experience, and ongoing graduate studies have equipped me with the skills and values necessary to support the mission and vision of Visayas State University Integrated High School. I am ready to contribute positively to your faculty, uphold high standards of teaching, and inspire students to achieve their full potential.

Enclosed are my personal data sheet, credentials, and references for your review. I look forward to the opportunity to join your dedicated team and serve the school community with utmost dedication and professionalism.

Thank you for considering my application. I am hopeful for your favorable response.

Respectfully yours,

  
**MA. TRINA C. LORETO**

*Applicant*