

**VISAYAS STATE UNIVERSITY**

Human Resource Department

Baybay City, Leyte

August 31, 2022

Dear Sir/Ma'am:

Greetings! I would like to inform your respected office that I am interested in applying a position in your department as a part-time High School instructor. I have been wishing to be a part of your faculty in building competitive and well-enhanced teaching and learning outcomes for the students and glory for the school itself. I graduated Bachelor of Secondary Education Major in Social Sciences in Cebu Normal University last 2017.

As to tell the practice of my profession, I had my first two-year job in University of Cebu-Banilad and taught several subjects like Understanding Culture, Society and Politics, Personal Development, Introduction to Philosophy, Applied Economics, Qualitative and Quantitative Researches and a year in Sacred Heart School – Ateneo de Cebu which I taught Economics and Research for Grade 9 students. With the years of experience, I knew I am capable of teaching my students holistically which developed their moral and social foundations in life. In terms of the experience of the new normal, I am able and willing to implore it to my teaching since I held virtual classes this school year as a part-time instructor both from Sacred Heart School – Ateneo de Cebu and Mandaue City College which I taught Community Engagement, Solidarity and Citizenship and Introduction to Philippine Law for HUMSS Strand (former) and Introduction to Philosophy, Empowerment Technologies, Trends, Networks and Critical Thinking in the 21st Century and Contemporary Arts from the Philippine Regions (latter). Moreover, I am currently employed at the University of San Carlos as a Junior High School which I taught Asian Studies and Economics.

In addition, I was able to meet and balance the challenges of virtual classes by providing self-made modules that include offline and online activities. If I were given this chance to be part of the institution, I will assure you that I am a teacher who always submits before the deadline when it comes to grades, outputs and any forms related to my profession. I am a dynamic teacher who embraces change and accepts any tasks assigned with less supervision. Also, I am a teacher who understands the needs of the students, co-teachers and school that would harvest fruitful labor for the company. In addition to, I am willing and excited to learn new things and knowledge from my colleagues, students and the institution that would shape as a professional and as a person.

Thank you and God bless! Hoping for your positive response.

Sincerest,

**JEFFREY B. GAPOL**

Applicant