

December 20, 2023  
Dr. Maria Vanessa E. Gabunada  
Head, Department of Liberal Arts and Behavioral Sciences  
Visca, Baybay City, Leyte  
Philippines 6521

Dear ma'am,

Greetings!

I am writing this letter to formally inform you regarding my intention to re-apply and once again be one of the skillful teachers in the Department of Languages and Literature, now under your excellent supervision.

I can't quite find the exact words to say how I love every minute of my teaching stint in this university. I have been working as a part-time instructor in this department—handling Humanities, Social Sciences, and English courses since 2015. What's not to love in this job? Being around my fellow professional teachers and colleagues here, who are keen on helping each other in terms of professional development, is just one of the great reasons why a teacher like me would choose to work here over the numerous other opportunities and universities in the province. In fact, I wouldn't have left this very scenic university at all had I not been given the opportunity to study Master of Arts major in English Language Teaching in Cebu Normal University. I am currently a candidate of the said degree program, doing my best to finally finish my thesis the soonest that I can.

My love for this university and my colleagues-turned-family, more than anything, are what lead my two feet back. And if I will be blessed to be re-hired this semester, I am very much excited to share the knowledge, experiences, talents, and skills that I have accumulated and honed through the years. I yearn to be an asset and a contributing factor in achieving the fresh department's goals and future endeavors under your leadership, ma'am.

Thank you for sparing a fragment of your precious time, reading this humble application of mine. Should you need to contact me, my cellphone number is (+63) 969-238-7880 and my email address is [rizamae.maningo@vsu.edu.ph](mailto:rizamae.maningo@vsu.edu.ph).

Sincerely,

Riza Mae L. Maningo

Applicant