

August 16, 2021

**Joel Q. Mabalhin**

Department Head

Department of Teacher Education

Visayas State University

Visca, Baybay City, Leyte

Sir **Mabalhin**:

*Warm Greetings!*

I am writing to express my interest to apply as a **Part-Time Instructor** in the Department of Teacher Education in this reputable institution of higher learning. I am very kin to work for the Visayas State University as it is the leading higher education institution in the region for innovative, diverse and sustainable education.

Having successfully obtained my Bachelor's Degree in Secondary Education major in Filipino at Leyte Normal University Tacloban City, I am equipped with the necessary teaching and leadership skills. I graduated cum laude and passed the September 2019 Licensure Examination for Professional Teachers (LEPT) with a high board rating of 90.20%. I have had my first teaching experience at the Eastern Visayas State University Tacloban Campus as a Part-Time Instructor under the College of Education-Laboratory School Department. I am also having my part-time lectures at the Dr. Carl Balita Review Center for Teachers' Licensure Examination (LET) Review Program. In the meantime, I am pursuing my graduate studies at Cebu Normal University with the degree Master in Education Major in Filipino Language Teaching.

I would like to take this opportunity to practice this noble profession and discover other capabilities I may develop in the name of public service. Also, I would like to contribute to the university's development and triumph in this academic journey. Being a graduate of Teacher Education, I possess strong interpersonal communication skills. I can also work efficiently and flexibly in the workplace with differing personalities.

I am looking forward to hearing more from you, sir. Should there be any important announcement, you can reach me through this mobile number 09279431243 or through e-mail at jaydee.panis@gmail.com.

Attached are my pertinent documents for more substantial information.

In anticipation for the very favorable consideration taken in this matter, I extend my warmest gratitude.

Very truly yours,,

  
**MARK JADE B. PANIS, LPT**  
*Teacher Applicant*