

July 9, 2021

**DR. MA. THERESA P. LORETO**

Dean, CAS

Visayas State University

Visca, Baybay City, Leyte

Through: **DR. ANALYN M. MAZO**  
Department Head  
Department of Biological Sciences

Dear Dr. Loreto:

Greetings!

This is to convey my interest to apply for a teaching position in your respected institution. I finished my degree for MS Biological Science in 2009 and currently enrolled for a Ph.D. in Educational Management degree. Presently, I am working as part-time lecturer at the University of Eastern Philippines, College of Veterinary Medicine handling major subjects of the BS Meat Technology course for almost 3 years now and also a Technical Assistant to the Vice President for Academic Affairs since December 2019.

I worked from 2010-2018 in King Saud bin Abdulaziz University for Health Sciences, under the Educational Affairs, Office of the Vice Presidency, Riyadh, Saudi Arabia as the direct executive support of the Director for Educational Affairs. From 2003 – 2010, I worked as Administrative Assistant in the Office of the Vice President for External Affairs and Graduate School in UEP.

I have a Professional Civil Service with 83.78% passing rate. I am proficient in both written and oral communications and I am very much willing to learn new skills needed for the effective discharge of functions as they may be assigned. I am a team player and willing to give support and assistance to the team.

My resume, Transcript of Records and other pertinent documents are duly attached herein for your perusal. Please let me know any time when can I further discuss the matter with you.

Thank you very much.

Very truly yours,



**ARIZZA JOY TAN-EVARDONE**  
Applicant