

February 8, 2023

**Dr. Analyn Mazo**

Department Head

Department of Biological Sciences

Visayas State University, Baybay City, Leyte

Dr. Mazo:

I am Phil Anthony B. Sumabat, a part-time instructor of the Department of Biological Sciences from September 2022 to February 2023. I am sending you this letter to express my desire in reapplying for the part-time instructor position for the second semester of SY 2022-2023.

Having blessed with the opportunity to work as a part-time instructor last semester, I was able to gain experience in instructing and supervising laboratory classes. With the help of the experienced teachers of the department, I managed to handle various situations professionally, especially on student's concerns about their outputs or grades. I also had the chance to apply my skills in operating various computer applications and online services which were most useful when I taught ScTS and when I collaborated with the other instructors online.

To continue gaining experience in the department would be an honor for me as it would open doors to countless research opportunities and professional development trainings that would be beneficial in shaping my career.

Attached to the job application form are the documents which includes my personal details, updated relevant skills and experiences, educational background, and Transcript of Records.

I am looking forward for your kind consideration. Thank you, and more power.

Very truly yours,

**Phil Anthony B. Sumabat**

Applicant