

January 3, 2022

**SUZETTE B. LINA**

Head, Department of Soil Science  
College of Agriculture and Food Science  
Visayas State University  
Baybay City, Leyte

Dear Dr. Lina:

Greetings.

I am Lilibeth Oriaz Manla, a graduate of Master of Science major in Soil Science in the Visayas State University, Baybay City, Leyte last August, 2021. I was a Graduate Teaching Assistant (GTA) of the Department of Soil Science for 6 consecutive semesters. Right after I finished my master's degree, I became a Part-time Instructor and currently I am employed as a Substitute Instructor in the Department of Soil Science, Visayas State University, Baybay City, Leyte. The subjects I have handled includes Soil 24, Soil 22 and Soil 110 laboratory classes. I had also handled Earth Science for senior high school. Aside from teaching, I also experience working in the laboratory (SRTPAL) as an assistant to the laboratory technician as part of my responsibilities as a GTA.

I understand that the job position I am applying for requires expertise and dedication. With the experience and the degree that I possess, I would like to express my great desire to apply as PART-TIME INSTRUCTOR if given the chance.

Attached are pertinent documents for your perusal. I am very much willing to come to your good office for an interview at your most convenient time. You can contact me in this mobile number (0951-823-2201).

Hoping for your positive response on my application.

Respectfully yours,

Lilibeth O. Manla