

June 27, 2024

DR. MARIA VANESSA E. GABUNADA

Department Head, DALL
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Gabunada,

Good day!

I am writing to formally express my intent to renew my contract as a Part-time Instructor at the Department of Arts, Languages, and Literature. I have been working with the department for three semesters and have thoroughly enjoyed my time teaching at Visayas State University.

It has been a privilege to collaborate with some of the most talented and dedicated instructors and professors in the field. Sharing my knowledge and experience with both students and colleagues has been incredibly gratifying. The enthusiasm and dedication to learning demonstrated by my students have been truly remarkable and a continual source of inspiration.

I am confident in the quality of instruction and teaching I provide. My approach prioritizes student engagement while helping improve their collaboration and critical thinking. I am dedicated to maintaining a safe and comfortable classroom environment where students feel supported to take risks and share their ideas. I am eager to continue contributing to the growth and success of this university through my work in this department.

I also want to inform you that I will be giving birth at the end of July or the first week of August. However, I want to assure you that this will not hinder my responsibilities as an instructor. I am committed to maintaining my teaching standards and fulfilling my duties to the best of my abilities.

I appreciate the opportunity to discuss my intent to continue working in this department. I am excited about the prospect of extending my tenure at the Department of Arts, Languages, and Literature and look forward to the possibility of contributing further to the university's success.

Thank you for considering my application. I anticipate your positive response and look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dyan Agordo', with a stylized flourish extending from the end.

DYAN AGORDO