

16 July 2025

Honey Sofia V. Colis
Director, HRMO
Visayas State University
Visca, 6521 Baybay City, Leyte

Dear Director Colis,

Greetings!


Upon seeing the latest vacancy announcement at the Visayas State University (VSU), I would like to express my keen interest in applying for the “Instructor” position at the Department of Biological Sciences, specializing in Marine Biology. With my academic background and professional experience, it would be a great honor to join VSU’s esteemed faculty and contribute to the training and development of students. I bring relevant experience in coastal resource management, climate change adaptation, environmental science education, and project management. These roles have allowed me to develop strong technical skills in marine ecosystems assessment, stakeholders engagement, and research.

My previous positions have equipped me with the competencies aligned with the responsibilities expected of this role. I have attached the following required supporting documents for your evaluation:

1. 2025 Personal Data Sheet (PDS)
2. Diploma
3. Authenticated Copy of the Transcript of Records (TOR)
4. Certificate of Eligibility from the Civil Service Commission (CSC)
5. Resume
6. Certificate of Employment
7. Certificates for Relevant Trainings and Seminars Attended

Should there be any concerns in my applications, please do not hesitate to contact me in my email address at tgenovia@up.edu.ph. Thank you, and I look forward to the opportunity to contribute my expertise in service of the university and its community.

Very truly yours,


Tom Gerald T. Genovia, M.Sc.
Applicant