

Barangay Gabas  
Baybay City, Leyte  
April 16, 2021

**Dr. Elizabeth S. Quevedo**  
DoPAC Department Head  
VSU Visca Baybay City, Leyte

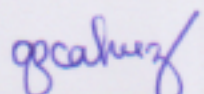
Dear Ma'am,

I am sending this application in reference to the posting I came across at VSU website. I have learned that the Department of Pure and Applied Chemistry is currently in need of part-time instructor for this second semester school year 2020-2021. In connection with this, I would like to formally express my intent to apply for the said vacancy.

I believe that my experience as Part-time laboratory Instructor in Department of Pure and Applied Chemistry will make me a competitive candidate for this position.

Thank you very much.

Sincerely yours,

  
GRACE P. CALVEZ