

Brgy. Bagumbayan  
Hilongos, Leyte 6524

July 02, 2024

**DR. MARIA VANESSA E. GABUNADA**

Department Head  
Department of Arts, Languages, and Literature  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Gabunada:

I, the undersigned, hereby place my reapplication as a part-time instructor at the Department of Arts, Languages, and Literature (DALL). I graduated from the Franciscan College of the Immaculate Conception Baybay City and I have been working in DALL since September 2022.

In total, I have undergone four semesters of teaching experience in the department and I believe that this credential has developed in me the expertise to render quality education to my students. In my present capacity as a part-time instructor, I am imparting knowledge to diverse students and have been successful in taking equal care of them in their respective backgrounds and areas of interest. I received outstanding and very satisfactory teaching performance ratings in my TPES. Other than that, I was able to successfully hold both written and performance-based assessments such as long quizzes, exams, oral recitations, speeches, role plays, and other activities despite the shortage of classrooms. At times when classrooms are unavailable, I usually switch to an online mode of learning through Google Meet to not hamper the learning of my students.

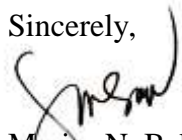
The aforementioned experiences, combined with the knowledge and skills that I obtained during my undergraduate studies have made me resilient, flexible, and hardy as an educator. Furthermore, it is evident that my experience, my personality, and my education have prepared me to work well with others and to respond creatively to challenges and added responsibilities in teaching.

Attached in this application letter are the pertinent documents that could further vouch for my skills and capacity as a part-time instructor in the department. For inquiries, you may contact me via my cell number: 09603062488. I am very much willing to come for an interview at the time of your convenience.

Hoping for your favorable response on the matter as above stipulated.

More power and God bless!

Sincerely,



Marisa N. Ballada  
Applicant