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**January 13, 2024**

**Dr. Analyn M. Mazo**  
Department Head  
Department of Biological Sciences  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Mazo,

I am writing to express my sincere interest in the Instructor position within the Department of Biological Sciences at Visayas State University. I am a graduate of Bachelor of Science in Biology with a major in Zoology with the distinction of *magna cum laude* from this esteemed department. I believe my experiences and qualifications align with the competencies you seek in an ideal candidate.

I recently completed my initial teaching experience within the Department of Biological Sciences for the 1st semester of A.Y. 2023-2024, as a Part-time Instructor. During this time, I actively engaged in the preparation of learning materials tailored to the assigned classes. This hands-on involvement deepened my understanding of the courses offered and also allowed me to develop effective instructional materials and teaching methods that catered to the diverse needs of the students. Furthermore, I made an all-out effort to foster an environment where students felt comfortable expressing their ideas and seeking clarification. Working collaboratively with my fellow faculty members and department staff, especially the Department's Laboratory Aide and Secretary, I learned the intricacies of working alongside them and gained insights into ensuring an organized flow of classes and laboratory activities. Simultaneously, I recognized the value of effective time management and self-care to sustain a fulfilling professional and personal life. In parallel to my teaching responsibilities, my proactive involvement in scientific writing and advancements in biotechnology, wildlife, and zoonoses webinars, reflects my commitment to staying abreast of the latest developments in my field. This also aligns with my dedication to providing students with the most current and relevant information.

Throughout my years as a student, I honed my technical writing skills as a journalist, and through laboratory reports, scientific documents, and thesis. My thesis paper, titled "Life History Characteristics of *Toxorhynchites splendens* Wiedemann (DIPTERA: CULICIDAE) as Influenced by Larval Food Sources," showcases my proficiency in technical writing and my keen interest and understanding of developmental biology, invertebrates, and ecological aspects. In addition, I also served as an active Organization of Biology Students (OBioS) officer, an active member of TARSIER Philippines, DOST Eastkolar sa Beska, a Philippine Red Cross Youth Volunteer, and a DOST patriot scholar. These experiences refined my organizational and leadership skills, emphasizing collaboration and inclusivity. It also shows my dedication to upholding and revitalizing Filipino values, reflecting a strong commitment to spirituality, community, and environmental stewardship.

I am eager to build upon the valuable experiences gained during my first teaching term and contribute further to this Department in the upcoming semester. I am hopeful about the prospect of becoming an integral part of the team again, and I look forward to embracing the challenges and opportunities ahead.

Thank you for your time and consideration, Dr. Mazo. I look forward to the opportunity to speak with you at your earliest convenience.

**Best regards,**

  
**Clarissa Mae L. Sas**