

11 July 2025

DR. PROSE IVY G YEPES

President

Visayas State University

VisCA, Baybay City, Leyte

Dear Dr. Yepes,

I am writing to express my interest in the position of Assistant Professor III in the Department of Mathematics, College of Arts and Sciences. With a strong academic background and extensive teaching experience, I am confident in my ability to contribute meaningfully to your institution.

I hold a Master of Arts in Education, Major in Mathematics, and I am a Licensed Professional Teacher. I am currently employed as a Teacher III in the Department of Education, having started my teaching career in 2018. Since then, I have consistently demonstrated dedication to student learning and academic excellence. In 2019, I was appointed as the district Mathematics coordinator, a role I continue to fulfill, and I am also the ICT coordinator at my current school for the past 3 years.

I am currently enrolled in the Doctor of Education program, majoring in Educational Leadership and Management a reflection of my commitment to academic advancement. Throughout my career, I have actively participated in various training programs organized by our school and division, and I have consistently attended annual in-service training sessions at both the school and national levels. I have also initiated projects aimed at supporting students who struggle with Mathematics, further demonstrating my passion for inclusive and effective education. These experiences have equipped me with the fundamental knowledge and skills necessary for a higher academic role. I am enthusiastic about the opportunity to bring my expertise and dedication to Visayas State University and contribute to its mission of academic excellence.

I look forward to the opportunity to discuss how I can be an asset to your esteemed institution. Kindly consider my application.

Thank you.

Sincerely yours,



IRENE C. MUTIA