

January 28, 2022

ANGELITA L. PARADERO, PH.D.

Department Head
Department of Business and Management
Visca, Baybay City, Leyte 6521

Dear Ma'am Paradero;

I am writing to express my interest to continue working as a *Part-Time Instructor* in your prestigious institution. I have previously taught in your Department courses: Entr 11-The Entrepreneurial Mind and Mgmt 111- Human Resource Management of about 191 students which, I believe, have greatly developed my teaching and organizing skills. During those times, I was able to conduct online or virtual classes while encouraging students' active participation; facilitated webinars to foster deeper knowledge within the subject matters; delivers course objectives in-line with the course syllabus; prepared instructional materials like PPT presentations and lecture videos for synchronous and asynchronous classes; conducted applicable modes of assessment of the learnings gained by the students from each classes, like online examination; drafted and submitted Table of Specifications; attended students' outside class schedules; monitored students' performance and attendance to virtual classes; and performed other tasks assigned by the department head. Moreover, last December 14, it has been my honor to be invited as a resource speaker in an 8-hour webinar entitled "*Simplified Bookkeeping for Non-accountants and eBIR forms Webinar*" by Technology Business Incubator (TBI), Visca, Baybay City, Leyte.

I have obtained Bachelor's Degree in Agribusiness in Visayas State University, Baybay City, Leyte last 2019 as *Magna cum laude*; and have obtained an *Honor Graduate Eligibility (HGE)* from Civil Service Commission. As an Agribusiness graduate, I have been equipped with the following skills: writing skills, interpersonal skills, active listening, general business, communication, computer, leadership, and driving skills (Restriction 1). Moreover, I am good in Filipino, Cebuano and English language. I gained knowledge on basic procedures in legal registrations as I came to be the owner of Five Shepherds' Planting Materials and Agri-products in Baybay, Leyte; and I have worked for two (2) years as a Negosyo Center Business Counselor in the Department of Trade and Industry.

These exposures have greatly enhanced my skills. Eventually, I really wish to bring my passion, knowledge, skills, expertise and commitment to excellence within your institution's innovative environment; and be part of the pursuit to a globally competitive university for science, technology, and environmental conservation. I hope my application will receive a favorable feedback from you.

I am very much willing to come to your good office for an interview at your most convenient time. You may reach me through my mobile number (+63) 968 690 7538 or email address grace.molleno@vsu.edu.ph.

Thank you so much and God bless!

Sincerely,



GRACE L. MOLLENO
Applicant