

Visayas State University  
Visca, Baybay City, Leyte

Department of Tourism and Hospitality Management  
Department Head  
Ms. Hannah Mae E. Quimbo

Dear Ma'am Hannah,

Good Day!

Please accept my letter of application to re-apply for a position as substitute or part time instructor in your department, The Department of Tourism Hospitality Management and I myself would like to be considered for a position.

I graduated the degree of Bachelor of Science in Hotel, Restaurant and Tourism Management at Visayas State University on April 13, 2016 and later applied my 4-year degree knowledge at Quest Hotel and Conference Center Cebu as a Procurement officer from April 19, 2016 up to March 15, 2017. During the employment I was responsible for procuring hotel needs for all the hotel departments. I was also responsible for securing competent supply chain partners who could meet the hotel needs and demands. I was then later employed at Acedilla Technological Institute, Inc. as TESDA officer from May 29, 2018 up to June 15, 2019. My duties and responsibilities as TESDA officer were handling and facilitating TESDA scholarship programs, assisting and processing NC2 certificates, monitoring TESDA assessment centers and registration documents, at the same time I was also handling and supervising students at Acedilla Technological Institute regarding OJT Matters and academic matters. During my employment at Acedilla Technological Institute I later then discovered my love and passion for teaching so I decided to enroll at Franciscan College of Immaculate Concepcion at Baybay City, Leyte in the year 2019. I took up Bachelor of Science in Secondary Education major in English and graduated in the year 2020.

Now at present I am very much honored to have been teaching for the Department of Tourism and Hospitality Management for two years. This experience has given me so much joy, determination and new opportunities in teaching the DTHM Students by providing them with the knowledge and skills to become the best graduates of Visayas State University. Through it I have realized my true desired profession and would love to develop it even more if given the chance. I myself also decided to take my Master's degree in Masters of Management major in Business Management during the first semester 2022-2023 and now with Gods glory going on to my second semester 2022-2023.

I look to bring my love for teaching, my well-developed knowledge in this field and my love for teaching at your College Department contributing to equipping, guiding and nourishing student with the needed knowledge they acquire in order for them to be competitive graduates and to succeed in their chosen career.

With this in mind I have enclosed my resume for your review and for any further concerns you may contact me at [marjoriebugatan7@gmail.com](mailto:marjoriebugatan7@gmail.com) and 0999-429-8720. Thank you so much for your time and consideration.

Best Regards,



**MARJORIE B. BUG-ATAN**  
Applicant