

July 19, 2024

**DR. MARLITO JOSE M. BANDE**

Department Head  
Biodiversity Center  
Visayas State University  
Visca, Baybay City, Leyte

**Subject: Application for Instructor III at the Biodiversity Center**

Dear **Dr. Bande**:

I am particularly interested in obtaining an **Instructor III** position at the Zonal Center for Biodiversity Conservation and Habitat Restoration of Visayas State University. Hence, I am writing in view of the hiring criteria that makes me a qualified candidate.

I graduated *Cum Laude* with a Bachelor's degree in Environmental Management from Visayas State University, Baybay City, Leyte. I also pursued and finished my Master's degree in Environmental Science at the School of Environmental Science and Management (SESAM) of the University of the Philippines Los Banos (UPLB) with a scholarship from the Department of Science and Technology – Accelerated Science and Technology Human Resource Development Program (DOST-ASTHRDP) Program. My strong background and integrated technical knowledge in natural sciences, environmental science and management as well as the soft skills that I possess will deliver you quality performance.

Submitting to the competitive demands of my undergraduate degree while getting involved in student councils has trained me to be adaptive to change. My academic and organizational goals were achieved through effective and efficient management measures despite handling multiple responsibilities. A one year teaching experience that I had after finishing my undergraduate degree further developed the interpersonal communication skills that I possess and the initiative to work independently. Moreover, the drive to pursue and finish higher education amidst the pandemic did not hinder my graduate studies, which have contributed significantly to my career development as a professional.

In addition, my previous work experience with a non-government organization, Restoration Initiative for Sustainable Ecosystems (RISE) have provided me with in-depth knowledge on rainforestation technology. Furthermore, my current work under the Project on Philippine Mining at the National to Catchment Scale: From Legacy Impacts to Sustainable Futures (Project PAMANA) of UPLB, specifically working on biodiversity assessment of freshwater ecosystems in critical river basins in the country has further fueled my passion for research and the desire to contribute to the scientific world.

I am confident that when given a chance for the instructor position, I can deliver and demonstrate your institution's core values. I am optimistic that I can contribute to attaining the Biodiversity Center's goals and objectives.

Thank you very much for taking time to review my application. I'm looking forward to hearing from you and communicating with you soon to further discuss my application.

Sincerely yours,

  
KIT FELIAN C. TENIO  
Applicant