

August 19, 2025

**Dr. Prose Ivy G. Yepes**

University President  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: LIJUERAJ J. CUADRA**

Head, Dept. of Agricultural Education and Extension  
Visayas State University  
Visca, Baybay City, Leyte

Ma'am:

Good Day!

I am Madeline B. Sumabat, from Sto. Nino, San Juan, Southern Leyte. I am a graduate of the Visayas State University – Main Campus with a degree in Bachelor of Science in Agriculture, major in Agricultural Extension (August 2024). I am writing to express my interest in applying for the position of Part-Time Instructor.

Through my academic training and field exposure, I have developed a strong foundation in agricultural extension and rural development. I gained hands-on experience in this field through my on-the-job training at the Municipal Agriculture Office of Abuyog, Leyte, and later through a contractual engagement at the Office of the Municipal Agricultural Services in San Juan, Southern Leyte. In both roles, I actively assisted in implementing agricultural programs and delivering extension services to local farmers. These experiences have enhanced my ability to work directly with farming communities and strengthened my communication and facilitation skills.

I am eager to contribute to your office's extension initiatives and further develop my capabilities through continued mentorship and field experience. I am confident that my academic background, practical training, and willingness to learn will allow me to be a valuable addition to your team.

Thank you very much for considering my application.

Very yours truly,

Madeline B. Sumabat  
Applicant