

**April 21, 2023**

**PROF. MANOLO B. LORETO**  
**Office of the Dean of Students**  
**Visayas State University**  
**ViSCA, Baybay City, Leyte**

Dear Prof. Loreto,

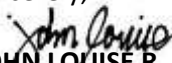
A pleasant day! I would like to apply as an Administrative Officer for the Office of the Dean of Students of the Visayas State University Main Campus. As requested, enjoined with this letter are the pertinent documents required to comply with the application process.

My name is John Louise R. Cabal, a graduate of BS in Chemistry and a former DOST-SEI RA 7687 Scholar from the Visayas State University. I am also a registered Chemical Technician. I was able to serve as a part-time laboratory instructor for the Department of Pure and Applied Chemistry during the first semesters of A.Y. 2020-2021, A.Y 2021-2022, and A.Y 2022-2023. I am looking for avenues to gain relevant experiences from, especially in being immersed in processes involving my engagement with student services. With my previous work experience focused mostly on laboratory instruction, I have come to appreciate the importance of working closely with students and my co-faculty in the laboratory, especially in dealing with the necessary materials and methods to be used, overlooking the conduct of laboratory experiments, checking student outputs and continuously updating class records, generating relative course materials, and keeping close rapport with the laboratory stockroom personnel. I know that the role I am applying for will bring new challenges and opportunities, and I'll be able to manage. I think that, given my experience, I can easily adjust to the work environment and efficiently serve the clientele. Also, I believe your institution will give me the best avenue for growth as I develop myself more, both in terms of career and my personal life. Likewise, I will exert my best efforts to meet your expectations in the case that I will be hired in your good office. I believe that with the proper trainings and seminars, which I would love to undergo, I could be an asset to your institution.

I can be reached anytime via email [jlcabal38@gmail.com](mailto:jlcabal38@gmail.com) or my mobile number 09611414733.

Thank you for taking the time in reading my letter. More power and God bless.

Sincerely,

  
**JOHN LOUISE R. CABAL**

*Applicant*