

Brgy. San Roque,
Hilongos, Leyte
July 16, 2021

BAYRON S. BARREDO
Dean/ Director
VSU Integrated High School

Thru: SHALOM GRACE C. SUGANA
Department Head

Dear Ma'am:

I am writing to apply for the post of a Part- Time instructor which was advertised at the Visayas State University Jobs.

I graduated my degree of Bachelor of Science in Civil Engineering last June 2019 in this university. Unfortunately, I was not able to take my board exam due to my PSA Birth Certificate discrepancy. After I finished my review, I worked as a contract worker for the Local Government of Inopacan, Leyte as a Bids and Awards Committee Secretariat Staff. When my 6- month contract ended, I was not able to renew my contract due to travel restrictions because of the pandemic.

As of now, I am helping my mother in the preparation of her modules for her students. I am somehow aware of the tasks that teachers are doing since I came from a family of teachers. Though I have no academic track for teaching, I am fairly confident that I can impart my knowledge to the students. I am willing to accept suggestions and learn from other people's advices.

Should you be interested or have any inquiry, please do not hesitate to contact me at 0916 622 7193 or at lovegantala@gmail.com.

I look forward to hearing from you.

Yours sincerely,


NOVELLIE E. GANTALA