

July 15, 2025

**DR. MARIA JULIET C. CENIZA**

Head, Department of Pest Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Ceniza**;

Good day!

In response to the Department of Pest Management's announcement seeking a Part-time Instructor, I would like to express my intention to apply for the position.

I hold a Master of Science degree in Entomology with a minor in Plant Protection, and a Bachelor of Science degree in Agriculture major in Plant Protection, with a specialization in Plant Pathology. I was also granted the Civil Service Commission Honor Graduate Eligibility (PD 907), reflecting my commitment to academic excellence.

My educational background, combined with my teaching experience, has equipped me with the knowledge and skills to be an effective and engaging instructor. I bring with me a strong work ethic—marked by discipline, dependability, and adaptability. I would consider it a privilege to contribute to the department and support its commitment to academic and professional excellence.

Attached are my pertinent documents for your review and evaluation. I would welcome the opportunity to further discuss how I can contribute to your program. I am available for an interview or examination at your convenience and may be reached at garciarenila@gmail.com or via mobile at (+63) 908 652 1511.

Thank you for considering my application. I look forward to the opportunity to be part of your esteemed institution.

Respectfully yours,



**RENILA P. GARCIA**