



February 21, 2023

Dr. Charis B. Limbo-Rivera  
Director, Institute of Human Kinetics  
VSU, Visca, Baybay City, Leyte

Good day, Ma'am.

I have read a post on the VSU HRIS website that you are looking for a Physical Education instructor. I am a competent, trained, licensed teacher with almost five-year teaching experience who has the passion and ability to represent the school and the students. I am therefore very keen to apply for the said role.

With this regard, I would like to ask favor that I will just follow my diploma attachment since it is needed to be attached upon applying. Unfortunately, I am still looking for my diploma.

I am hoping for your kind consideration about this concern. Thank you and more power to your good office.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Maria Elena S. Guy-Ab".

MARIA ELENA S. GUY-AB  
Applicant