

July 10, 2025

**To: MARY ANN G. COBICO**  
Department Head  
Department of Philosophy and Social Sciences  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Ma'am Cobico**,

I am writing to express my keen interest in the Part-Time Instructor position at the Department of Philosophy and Social Sciences. As a graduate of Bachelor of Science in Development Communication from Visayas State University—with strong academic standing—I am eager to contribute to your department's mission of developing socially aware, critically engaged, and research-oriented students.

My academic background has equipped me with a deep understanding of how communication intersects with development, policy, and culture—key themes within the social sciences. During my undergraduate years, I was trained in research writing, development journalism, community broadcasting, and risk communication, all of which have sharpened my analytical and communication skills. These competencies align well with subjects offered in your department, particularly those that explore the role of communication in society and development.

Professionally, I served as a Project-Based Research Staff at Southern Leyte State University from October 2024 to March 2025. In this role, I contributed to the writing of several non-methods research articles, some of which were published in Scopus-indexed journals. This experience honed my ability to handle scholarly work with academic rigor and exposed me to the evolving demands of research in the social sciences.

Currently, I work as a Training Assistant under the Human Resource Management and Development – Learning and Development Office of Visayas State University. My responsibilities include organizing in-house training programs for faculty and staff, writing activity designs, program flows, and reports, as well as handling event documentation and evaluation. I also serve as host and facilitator during these events. Beyond training, I support HR initiatives by drafting institutional documents and layout materials, including communications, manuals, and proposals.

These roles have deepened my skills in public speaking, professional writing, and stakeholder engagement—skills I find essential in a teaching role. I have also lectured students on writing bibliometric analyses, which further reflects my ability to translate research and technical concepts into teachable material.

I am drawn to this teaching opportunity not only to share my knowledge, but also to immerse myself further in academic work that advances inclusive, communication-based approaches to social development. I am confident that my background, coupled with my drive for continuous learning, would make me a valuable addition to your faculty.

Should you require additional documents or information, please feel free to contact me at [ruensabando298@gmail.com](mailto:ruensabando298@gmail.com) or 09954326884. Thank you for considering my application.

Sincerely,

  
**RUEN A. SABANDO**  
Applicant