

October 31, 2024

PROSE IVY G. YEPES

President
Visayas State University
ViSCA, Baybay City, Leyte

Thru: **ALICIA M. FLORES**
Head
Budget Office
VSU, Baybay City, Leyte

Dear Ma'am,

I am writing to express to you my interest in applying for the vacant position of **Administrative Officer V (Budget Officer III)**. Presently, I'm the bookkeeper in charge for General Fund/Regular Agency Fund. *

In my six years of working here in Visayas State University, I have really grown to be dynamic and learnt how substantial to really understand and embrace the role and responsibilities as a government employee. This has made me develop positive attitude, strong work ethics, critical thinking & analytical skills and the ability to multitask which I believe a vital qualification for this position.

I believe that the position I am applying for will commensurate with my academic qualifications, skills, and technical work experiences. Rest assured that I will continue to do my best, delivering quality and excellent services for the community.

God Bless & more power!

Thank you.

Respectfully yours,


JHONAVEL R. CASTIL
Applicant