

May 06, 2024

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

Dear Ma'am,

Peace and all good!

I am writing to apply in your good office for **ADMINISTRATIVE ASSISTANT II** position or any position that fits my qualification. I'm enclosing a completed job application and my Personal Data Sheets with references

I am Menchu B. Sabando, 30 years of age, a graduate of BS Business Administration major in Financial Management. Currently working as Admin Aide III-JO in VSU Accounting office handling Students Accounts' Assessment and clearances, In bank payments and reports (Monthly), Prepares list of students enrolled and checks account balances of students and countersigns clearance, Encodes requested subject and other related school fees, Prepares quarterly report and breakdown of students' accounts' receivable, Prepares quarterly list of collection per school year and semester for unpaid student accounts Since February 2024. While Last September 2023-February 2024 I was assigned in posting JO Payroll and remittances.

I've been also in Community Economic Ventures, (A Microfinance NGO), Inc. as a Branch Accountant for almost 3 years and promoted to Area Accountant/Accounting Supervisor for 4years and 3months handling Leyte Branches reviewing financial transactions and documents, conducts branch visits by coaching, auditing, conduct trainings and providing adequate technical support to finance staffs. I have received an award as the most committed Branch Accountant in Area-5 (Leyte Branches) and one of the best Branch Accountant in whole CEVI and I've been also working as an accounting clerk in bookkeeping services, computing income tax, processing any type of tax return, processing SSS, Philhealth, and Pag-ibig contributions of employees and employers.

I believe that my strong technical experience in working and education will make me a very competitive candidate for the position. I have a full understanding of the flow of Cumulus System. I also have a full knowledge of Microsoft excel for student's and other reports if needed.

Please see my resume for additional information on my experience. I can be reached anytime via email at [menchusabando@gmail.com](mailto:menchusabando@gmail.com) or my cell phone number at 09399861038/09066662488.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Since rely Yours,



Menchu B. Sabando