

November 02, 2021

MS HONEY SOFIA V. COLIS

OIC, Director, ODHRM
VSU, Baybay City, Leyte

Dear Ms. Colis:

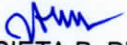
Good day!

I was informed for a job vacancy, I would like to apply for the Administrative Assistant II (ADAS2-48-2004) position. I have been working at the Accounting Office since, February, 2002. I have a relevant experience in finance management duties using FMS system also known as Budget Allocation and Obligation Monitoring (BAOM) system as its database.

In this regard, I have attached my updated resume to tell you more about my education and work experience. I believe my skills can contribute to the good work which I am now. I am very grateful for your positive response.

Thank you and be safe.

Sincerely Yours,


NORIETA B. BUSTILLO
Admin. Aide VI