

October 28, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my strong interest in the **Administrative Officer II - Accounting Analyst position** (Item Plantilla Number: **ADOF-2-7-2010**) at the Visayas State University Main Campus- **Accounting Office**. With a **Bachelor's Degree in Economics**, majoring in **Business Economics**, from **Visayas State University**, where I graduated **Magna Cum Laude** and **ranked third in the class of 2024**, I am confident that my academic background and practical experience align closely with the requirements of this role.

My education in economics has equipped me with a **solid foundation in financial analysis, resource allocation, and budget management**—essential skills for an Accounting Analyst. During my internship at the **National Economic and Development Authority (NEDA) VIII**, specifically in the Project Development, Investment Programming, and Budget Division (PDIPBD), I gained **hands-on experience conducting Cost-Benefit Analyses and presenting the finding** during the Development Administration Committee Hearing. This experience **honed my analytical thinking and communication skills**, which are vital for effective financial reporting and compliance.

As the SK Chairperson, I managed **the planning and budgeting** for various youth development initiatives, including the Comprehensive Barangay Youth Development Plan (CBYDP) and **our Annual Procurement Plan (APP)**. This role required meticulous attention to detail and effective resource management, allowing me to monitor and adjust budgets to meet our objectives. I also **handled various government financial transactions and prepared essential documents** such as Disbursement Vouchers, Requests for Obligations and Appropriations, Purchase Requests, Purchase Orders, and Payrolls among others. These experiences provided me with a **comprehensive understanding of the government financial transactions and government procurement processes**, which are critical for internal controls and compliance.

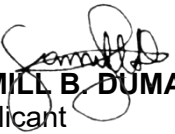
I was the **first SK in Mahaplag to submit comprehensive liquidation reports** to the Commission on Audit and Municipal Accounting Office, including Bank Reconciliation Statements and Quarterly Statements of Receipts and Payments, among other reports. This not only **enhanced my skills in preparing financial reports** but also **solidified my knowledge of government financial regulations and standards**. Additionally, I developed and maintained a database for financial transactions and youth information, showcasing my **proficiency in data management and analysis**. Actually, I have had a **relevant coursework under Project SPARTA of the Development Academy of the Philippines** focusing on data management.

Moreover, I am **proficient in data analysis** using STATA and SPSS, which allows me to conduct in-depth statistical analysis and contribute to informed decision-making. My academic achievements reflect my **commitment to high-quality work and attention to detail**. I am also adept in **Microsoft and Google applications** for documentation and reporting, as well as in **Canva and Capcut** for creating visual materials. My **strong written and oral communication skills**, combined with my **ability to collaborate effectively with diverse**

teams, will be invaluable in coordinating with stakeholders in the university and various local government units and NGOs.

I am eager to bring my skills and experiences to the Visayas State University Main Campus Accounting Office and contribute to its financial management efforts. Thank you for considering my application. I am available for further discussion and can be reached via email at **jamdumaguing27@gmail.com** or by phone at **09513697462**.

Yours in nation-building,


JAMILL B. DUMAGUING
Applicant