

August 4, 2023

ALICIA M. FLORES

Head

Budget Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Flores:

Greetings!

I am writing this letter to express my intention to apply as Administrative Officer II (Budget Officer I) in your good office.

I graduated Bachelor of Science in Agribusiness in Visayas State University and Master in Management in Southern Leyte State University. I am currently employed in the Schools Division of Baybay City as Administrative Assistant II (Disbursing Officer) assigned in the four schools of Baybay 9 District.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,



LORISA JOY B. SACRO
Applicant