

**PROF. PROSE IVY G. YEPES**  
President  
Visayas State University  
Pangasugan, Baybay City, Leyte

Thru:

**HONEY SOFIA V. COLIS**  
Director, HRMO  
Visayas State University  
Pangasugan, Baybay City, Leyte

March 23, 2024

Dear Ma'am,

Good Day! I am Lalaine May D. Dy, writing to express my interest in applying as an Administrative Assistant II (Disbursing Officer II) in Cash Office.

I work as an Administrative Aide III (Clerk) with a Job Order status at the moment in Cash Office. I am currently in charge of the IGF Fund, I prepare the check payment for various supplier and payees including the encoding and printing of PACS and Disbursement Vouchers, review the vouchers and payrolls as to the accuracy of amounts and completeness of signatures, prepare the monthly Check Disbursement Record, updates the cash book for check issuance and others, prepare the summary list of transactions submitted to the bank for payment, and prepare various documents for request bank to bank transfers and payments.

I graduated in Visayas State University under the Department of Business Management with a Degree of Bachelor of Science in Agribusiness. I had my internship at AGREA Agricultural Systems International, Inc. I also worked as an Enumerator under Philippine Statistics Authority. Recently, on August 7, 2022 I passed the CSC Professional Eligibility.

Having worked in administrative roles for the past two years, I have developed a deep understanding of the responsibilities and challenges that come with supporting a fast-paced office environment. I am adept at managing handling confidential information with the utmost discretion. My ability to prioritize tasks and meet deadlines has consistently allowed me to exceed expectations and contribute to the overall success in the university. I am certain that I would be a great addition in this office with my wealth of experience in administrative assistance and my enthusiasm for developing productive and well-organized work environments.

I would love to be one of the work forces in this office to showcase my skills and for my career development. Thank you for your kind consideration. Have a great day!

Sincerely,

  
Lalaine May Dy  
Clerk