

September 2, 2021

**MYRNA S. PANCITO**

Director  
Budget Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Madam,

Peace and all good!

I am humbly writing this letter to apply for the **ADMINISTRATIVE OFFICER V (Budget Officer III)** position that is available in the University.

I graduated Cum Laude last March 2015 with the degree of Bachelor of Science in Accountancy from Saint Paul School of Professional Studies (formerly known as Saint Paul School of Business and Law, Inc.). I passed the Certified Public Accountant (CPA) Board Examination last October 2015.

I am currently working in the Department of Public Works and Highways-Leyte Fifth District Engineering Office as Accountant II. I believe that I can extend more of my skills in the University with the experiences I have gained and that my expertise will qualify me for consideration.

I look forward to discussing more of my qualifications in details with you. Should you need to reach me, please feel free to call/text me at **0968-549-7942** or email me at [blairebaleos@gmail.com](mailto:blairebaleos@gmail.com) / [blairebaleos@yahoo.com](mailto:blairebaleos@yahoo.com). I have also attached my Resume, photocopies of my Transcript of Records, Board Rating, Certificate of Eligibility, latest approved Individual Performance Rating and other appropriate documents for your evaluation.

Thank you for taking the time to consider this application.

Sincerely,



**MERZETH BLAIRE BALEOS-OLLERAS, CPA**