

October 29, 2025

JOEL REY U. ACOB  
Director  
Quality Assurance Center  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir:

Peace and all good!

Please accept this letter expressing my interest in the Administrative Office V (Management and Audit Analyst) position as posted on the Civil Service website.

I am currently working as an Accountant II in the Department of Public Works and Highways – Leyte Fifth District Engineering Office, Baybay City, Leyte. I've been in the Agency since December of 2015 and the experience I have gained in my current work molded me to become better in my profession.

In addition, I graduated Cum Laude with the degree of Bachelor of Science in Accountancy at Saint Paul School of Professional Studies (formerly Saint Paul School of Business and Law) at Palo, Leyte on March 2015 and passed the Certified Public Accountant (CPA) Licensure Exam on October of the same year.

As a detail-oriented and dependable professional, I can confidently say that I am very much fitting for the position I am applying for. Although my background does not encompass all aspects of the role, I am highly motivated to expand my knowledge and take on new challenges.

I hope you'll take a moment to review my Resume, credentials, certifications and other appropriate documents. I would greatly appreciate the opportunity to speak with you regarding my application.

Thank you for your consideration.

Sincerely,

MERZETH BLAIRE BALEOS-OLLERAS, CPA