

May 07, 2024

ALICE M. FLORES

Head

Budget Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

Good day!

I have read in the official VSU HRIS page that your good office needs an Administrative Assistant II. I am writing to express my intention to apply for the said position.


I am Joanah Louiela O. Boleche, a graduate of Bachelor of Science in Management at the University of the Philippines Visayas Tacloban College. I am computer literate, hardworking, can easily follow instructions, responsible and I am a reliable person with regards to work. I am willing to get trained and open to constructive criticisms. I am currently working as an Administrative Aide III, assigned in the Bookkeeping Section of the Accounting Office here in the Visayas State University. I am currently handling the bookkeeping functions of the Business-Related Fund. These functions include but are not limited to consolidating cash receipt, check and disbursement journals of VSU main and the external campuses, bank reconciliation and preparation of financial statements.

My other experiences include being a Census Area Supervisor assigned in Baybay City for the 2020 Census on Population and Housing where I oversee 31 enumerators and 5 team supervisors. Through my coursework and work experiences, I have acquired good communication skills in performing secretarial and recordkeeping tasks, most especially in preparing reports, making communication letters and documenting activities. I passed the Career Service Eligibility (Professional Level) last April 17, 2016 with a general rating of 87.77%.

I have attached my Personal Data Sheet for your review. I am willing to come for an interview at your most convenient time. Please contact me via email at joanah.boleche@vsu.edu.ph or through my mobile phone number at 09613401635.

Thank you for your time and favorable consideration.

Respectfully yours,


Joanah Louiela O. Boleche
Applicant