



**RANDILOU P. UY**

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August 11, 2021

HONEY SOFIA V. COLIS  
OIC-Director, ODHRM  
VSU, Baybay City, Leyte

Dear Madam,

I would like to express my interest to apply for the position of an Administrative Officer V in the University.

I am a regular employee of Palawan Pawnshop Leyte Area Working as an Area Supervisor and First Line Audit. In my current position, I handle overall daily branch operations and conduct daily internal audit works in branch sales and records. I am trained and adept of performing in an environment with constant pressures, sales monitoring, hitting targets and doing performance evaluations of my subordinates while constantly analysing scenarios and promoting smooth flow of operations. I am also trained in an internal audit works making sure that policies are followed and making suggestions and recommendations to further improve operations and policies.

I hope I could be a part of University and share my skills and knowledge to full fill its missions and visions.

Thank you for your consideration and I look forward of hearing from you soon.

Sincerely,

RANDILOU UY