

August 14, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Dir. Colis,

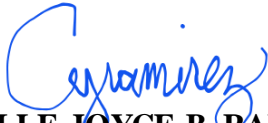
I am respectfully submitting this letter in lieu of the Certificate of Employment and Performance Rating required for the Accountant I application.

As a recent graduate of the Master of Management major in Agribusiness Management at Visayas State University, I have not yet held formal employment. However, I have completed relevant academic training and short-term bookkeeping exposure, and I am eager to begin my professional career in public service.

I hope for your kind understanding and consideration of my application.

Thank you very much.

Respectfully,



GISELLE JOYCE B. RAMIREZ

Mabini St., Brgy., Eastern Pob.,

Hilongos, Leyte

Contact: joycegiselle28@gmail.com / 09675505104