

December 13, 2023

Dr. Daniel Leslie S. Tan
OIC President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
OIC Director, Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tan**:

I would like to formally apply for the the position of **Supervising Administrative Officer Position (Financial and Management Officer 1)** as advertised in the VSU website (jobs.vsu.edu.ph) and in the Civil Service Commission (CSC) Website. I am at present an Administrative Officer V (Budget Officer III) designated as head of the Budget office. I believe that my extensive experience in various field of financial management both private and government sector as well as my experience in the government procurement and property management will make me a very competitive candidate for this position.

I am a graduate of Bachelor of Science in Commerce, major in accounting and earned 36 units of Masters in Education, major in Public Administration from Western Leyte College in Ormoc City. I am a hardworking employee, I can work under pressure, self-motivated, dedicated and committed in every undertaking I pursue.

Attached is my resume giving further details of my work experiences and trainings attended. I would be happy to answer any questions you may have at an interview. I look forward to hearing from you soon.

Thank you and God Bless!

Very truly yours,


ALICIA M. FLORES
Applicant