

MARLITO G. PALERMO

Brgy. Candadam Baybay City, Leyte

+09513650704

marlitopalermo07@gmail.com

July 28, 2023

EDGARDO E. TULIN

University President

Visayas State University - Main

Visca, Baybay City, Leyte, Philippines 6521

jobs.vsu.edu.ph

Dear Sir,

I am writing to express my interest to work at Visayas State University – Main Campus as Administrative Officer II (Budget Officer I), Plantilla Item No. ADOF2-50-2-23. Please consider me as an eager applicant for the position.


I obtained my Bachelor's Degree in Agribusiness at the Visayas State University-Main Campus. I am very equipped with the necessary knowledge including Workforce Organization, Data Monitoring, Accounting, bookkeeping and Fund budgeting and management. My advance skills in leadership and management and being a proficient and competent employee with work ethics in the performance of my duties and responsibilities are some of the traits that makes me suitable for the position.

I am very interested to use and utilize the skills I have developed in my undergraduate studies and work experience in DPWH Leyte 5th DEO. I am currently assigned at Finance Section - Budget Unit as Administrative Assistant I (Permanent). I am also willing to gain involvement in any area you feel is suited to my skills. I wish to bring these qualifications and my commitment in your future venture.

For additional details regarding my expertise, strengths and skills, please review my attached PDS.

Thank you for taking time to consider my application.

Sincerely yours,


MARLITO G. PALERMO
Applicant