

June 24, 2025

**DR. PROSE IVY G. YEPES**

President  
Visayas State University  
Visca, Baybay City, Leyte

Thru:

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Visca, Baybay City, Leyte

Dear Madam,

Good day! I am Lalaine May Dy, writing to express my interest in applying as an Administrative Aide VI (Clerk III) in Cashiering Office.

I work as an Administrative Aide III (Clerk) with a Job Order status now in the Cash Office. I am currently in charge of the IGF (Internally Generated Fund). I prepare the check payment for various supplier and payees including the encoding and printing of PACS (Payroll Credit System) and disbursement vouchers, review the vouchers and payrolls as to the accuracy of amounts and completeness of signatures, prepare the monthly Check Disbursement Record, prepare the summary lists of transactions submitted to the bank for payment and various documents for request bank to bank transfers and payments.

I graduated from Visayas State University under the Department of Business Management with a Bachelor of Science in Agribusiness degree. I had my internship at AGREA Agricultural Systems International, Inc. I also worked as an Enumerator under Philippine Statistics Authority. Last, August 7, 2022, I passed the CSC Professional Eligibility.

Having worked in administrative roles for the past years, I have developed a deep understanding of the responsibilities and challenges that come with supporting a fast-paced office environment. I am adept at managing and handling confidential information with the utmost discretion. My ability to prioritize tasks and meet deadlines has consistently allowed me to exceed expectations and contribute to the overall success in the university. I am certain that I would be a great addition in this office with my wealth of experience in administrative assistance and my enthusiasm for developing a productive and well-organized work environment.

I would love to be one of your workforces in the office to showcase my skills and for my career development. Thank you for your kind consideration. Have a great day!

Sincerely,



Lalaine May Dy  
Clerk