

**Azineth Mae Batula**

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**Date:** August 5, 2025

**HONEY SOFIA V. COLIS**

Director, HRMD

Visayas State University

Baybay City, Leyte

Dear Director Colis,

Greetings!

I am writing to express my interest in the position of **Accountant I (Plantilla Item No. A1-132-2023)** at **Visayas State University**, as announced in the CSC Job Portal. I am a **Certified Public Accountant (RA 1080)** and hold a **Bachelor of Science in Accounting**, which fully meets the qualifications required for this position.

My professional knowledge as a CPA equips me with the skills to manage accounting processes, financial reporting, and compliance effectively. I am highly motivated to contribute to VSU's financial operations and uphold the integrity and service excellence your institution is known for.

In compliance with the application requirements, I am submitting the following documents for your review:

1. Application Letter
2. Fully accomplished Personal Data Sheet (CS Form 212, Revised 2017) with recent passport-sized photo;
3. Photocopy of Diploma and Transcript of Records;
4. Photocopy of Certificate of Eligibility (CPA License);
5. Photocopy of Performance Rating in the last rating period (if applicable);
6. Photocopy of Training Certificates (if applicable);
7. Photocopy of Certificate of Employment (if applicable).

I would be honored to be part of **Visayas State University** and contribute my expertise to the advancement of its mission. I am looking forward to the opportunity to discuss my application further.

Thank you for considering my application.

Respectfully yours,

**Azineth Mae Batula, CB, CPA**