

Brgy. Pangasugan
Baybay City, Leyte
28 November 2023

Dr. Daniel Leslie S. Tan

OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
Director, ODHRM
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan:

Good day!

It was posted in the VSU HRIS Portal that you are looking for candidates for the position of Administrative Officer III (Cashier II) to be assigned at the Cash Office. Please consider this letter as an application for the vacant position.

I am a graduate of Visayas State University (VSU) with the degree of Bachelor of Science in Agribusiness. I have already complied with the required subjects for the Master in Management at this university except for my Special Problem. At present, I am connected with the VSU-Cash Office as a regular Administrative Officer I (Cashier I). In my current position, I was given the task of acting as the Collecting Officer of the university. Some of my tasks as a collecting officer are as follows:

- receives and receipts all income of the university (by fund)
- deposits daily collections intact to the authorized depository bank (by fund)
- records daily collections and updates & monitors cash book
- prepares monthly Report of Accountability (O.R.)
- verifies and signs daily/monthly Reports of Collection and Deposit (RCD)
- reviews and signs Checks/PACS/LDDAP-ADA/ACIC in the absence of the University Cashier

I also experienced working in the Disbursement Section of the VSU-Cash Office. I was assigned to prepare PACS and LDDAP-ADA Details & Summary for the payment of suppliers, remittances of other agencies and salaries of regular, casual/contractual & job order employees under the Regular Agency Fund. I also prepare and prints checks & ACIC, daily updates & monitors cash book and prepares actual & estimated amount of monthly NCA balances.

Previously, I also worked as a Job Order in the engineering department before I transferred to the Budget Office for more than two years. My work experience, relevant training and seminars coupled with my academic knowledge have helped me become self-reliant and flexible in complying with whatever assignments/jobs entrusted to me. I am hardworking, flexible, willing to work overtime and able to

complete my job with limited supervision. With my learnings and varied work assignments, I believe that I am fit for the position.

You can count on my dedication, dependability, willingness to learn and loyalty to VSU. Attached herewith are my Personal Data Sheet (PDS), performance rating, photocopy of transcript of records (TOR), certificates of training & seminars, and certification of eligibility for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.
Thank you and God bless!

Respectfully yours,

VALERIE C. VALENZONA
Applicant