



VISAYAS
STATE UNIVERSITY

DISTANCE EDUCATION PROGRAMS OFFICE

17 July 2023

MR. NICK FREDDY R. BELLO

Head, Accounting Office
Visayas State University
Baybay City, Leyte

THRU: MS. HONEY SOFIA V. COLIS

Head, of Human Resource Management Office

Dear **Mr. Bello**,

I'm writing to express my interest to apply for a job as Administrative Officer II in Visayas State University-Baybay.

I earned my Bachelor of Science degree in Computer Science at the Visayas State University last 2011 and have 21 units of Master in Management in the same school. In the same institution, I have worked as Administrative Assistant II at the Distance Education Office for over three (3) years.

I was also assigned as Project Development Assistant and deployed at the accounting office for the Phil-Lidar I project. During my stint as PDA, I am tasked to prepare financial reports for the project. Later on, I was absorbed as a JO clerk at the accounting office and was assigned to 101-Trust accounts. Part of my job is to audit documents and vouchers. I was also tasked to handle JO records and compute their taxes. To add, I was also assigned to handle remittances.

The nature of my educational background and my work experience has familiarized me and prepared me for this position. It involved a great deal of social research skills, communication skills, critical thinking, self-motivation, and a wide range of skills. I am also an open-minded person and willing to learn new things.

Kindly see my data sheet for additional information on my experiences. I can be reached through my email address, meanvillas@vsu.edu.ph, and contact number, 09612401950.

Thank you for your time and consideration. I look forward to meeting/hearing with you about this employment opportunity.



ME-AN D. VILLAS