

April 10, 2024

**HONEY SOFIA V. COLIS**

Director, Human Resource Management Officer

Visayas State University – Main Campus

Brgy. Pangasugan Baybay City, Leyte

Ma'am:

Good day!

I am writing this letter to formally apply as an Internal Auditor III with a salary grade of 18 under your respectable university. This could be an avenue for me to apply my knowledge, skills and experience when it comes to auditing review, professional criticism, financial analysis and reports, basic accounting skills, strict implementation of university policies in terms of cash inflow and outflows and auditing skills. It will help also the management the transparency and liquidity of cash from inflows to outflows and which is timely relevant to universities now a days. We may meet our endeavors to sustain quality education and persuade more students to enroll here in Visayas State University.

I obtained my bachelor degree in Saint Paul School of Professional Studies with the degree of Bachelor of Science in Accounting Technology and continued my academic momentum in Leyte Normal University and took up further studies with Masters in Management while working in a private company in Tacloban City. I gained more than 27 units in my further studies and soon to graduate in God's Will and to pursue also juris doctor in the future. Currently, I am working as a Municipal Financial Analyst in Department of Social Welfare and Development under the KALAHI CIDSS Program which entails with the same line of work I am applying for. I also served 5 years in service in a private company as a tax staff, promoted as an Office-in-Charge in Logistics Department and lastly, I became a Corporate Internal Auditor which was relevant on becoming a Supervising Administrator in Visayas State University which entails correctness and completeness of financial data which is relevant on forecasting and projection of budget and operation annually. This could be a way of promoting transparency and integrity on your financial reports to the stakeholders and that includes the parents of your students, students, investors, board of directors and etc.

I hope your good office would consider my application and be interviewed soon to know me more about planning and projections. If there will be questions arise, you may contact me on my phone number (0962-711-2952) or you can email me ([vincejarnt@gmail.com](mailto:vincejarnt@gmail.com)).

Hope to see you soon. Thank you and God Bless!

Respectfully,

  
**VINCE JARNY M. ROSAUPAN**  
APPROPRIATE