

July 11, 2025

NICK FREDDY R. BELLO

Head, Accounting Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Bello,

Re: Administrative Aide (AA) III position

I am writing to apply for the position of Administrative Aide III (Casual) at the Accounting Office, VSU, which I found on the VSU HRIS website.

Currently, I am employed in the Accounting Office with a job order appointment.

I can easily adjust to the new working environment and job given to me. Additionally, I have a strong work ethics and make sure that the job given to me will be delivered successfully and efficiently.

My resume is attached to support my application. It includes the skills I believe you are looking for, such as:

- Recently, I attended Orientation on Financial Management Transactions in VSU which adds to my knowledge.
- I have relevant experience on external fund management, bookkeeping and financial documents processing and control which is one of the important skills.

I would like to know more about this job opportunity and talk about how my experience can benefit the office.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,


MARITES E. CATIBO