



December 1, 2023

**DR. DANIEL LESLIE S. TAN**

OIC-VSU, President

Visca, Baybay City, Leyte

THRU: **MS. JENNIFER E. ANDO**

NAPB Secretary

VSU, Visca, Baybay City, Leyte


Dear Dr. Tan:

This is to signify my interest in applying for an Internal Auditor I at the Internal Audit Office. I am very pleased and interested to impart my knowledge and skills that will help the office function smoothly.

I am a graduate of Bachelor of Science in Food Technology with units in Master of Management. Formerly, I was assigned at the Income Generating Project Office as an Administrative Aide III which facilitates the submission, initial auditing and recording of all IGPs Monthly Financial Reports before forwarding to the IAO for auditing including its inventory. Currently, I am connected with the Institute of Human Kinetics as a Property Custodian which functions mainly in requesting, maintenance, retrieval and inventory and disposal of all supplies and equipment of the institute. I am hardworking, trustworthy and proficient in computer skills and knowledge.

I have attached my credentials and other pertinent documents for your reference and further evaluation. Should you feel I am qualified for the position, I can be contacted on my email address [marvin.bandalan@vsu.edu.ph](mailto:marvin.bandalan@vsu.edu.ph).

Thank you and looking forward from hearing you soon.

  
**MARVIN B. BANDALAN**  
Applicant