

August 03, 2023

DR. EDGARDO E. TULIN

President
Visayas State University
VISCA, Baybay City, Leyte, Philippines

Thru: **DR. DANIEL LESLIE S. TAN**
VP for Administration and Finance

Dear Sir:

I wish to submit my application for the ongoing of Administrative Assistant II (Budgeting Assistant) position which is posted at <https://jobs.vsu.edu.ph/?page=5> with application link CRZLNM . I believed that my work experiences, education and expertise positioned me as a perfect candidate for this role.

I completed my Bachelor's Degree in Accounting Technology in the University of San Carlos last May 2019. Since then, I have worked with both administrative and accounting duties and have gained knowledge from the various tasks assigned.

I am currently working in the University as a. Administrative Aide (Job Order status) at the Cash Office. I welcome this opportunity to work in the University with the position offered. Attached are the requirements for your perusal.

Thank you for your time and consideration.

Respectfully yours,

FRANCES LOUISE B. DAJAO

Applicant