

March 27, 2024

PROSE IVY G. YEPES

President

Visayas State University

Pangasugan, Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Pangasugan, Baybay City, Leyte

Dear Ma'am,

Good day, Peace and All Good!

I'm writing to express my interest in the newly available Administrative Assistant II (Disbursing Officer II) position in the Cash Office. I feel I have the required qualifications.

I am looking for better job opportunities and the job profile is suitable and interesting. Last 2022, I graduated Bachelor of Science in Business Administration major in Finance Management and I have an understanding about disbursing. Currently, I'm working in VSU Main Campus – Cash Office as a Job Order Clerk. I prepare reports of check issued and cancelled, report of advice to debit account issued, summary list of check issued, and retrieves lacking documents for General Fund; assists in preparing ACIC, PACS, Checks and LDDAP; stamps and binds paid documents for submission to the Accounting office and other office concerned; scans and emails documents (deposit slip, vouchers, withholding tax, etc.) to supplier/other agencies; and posts globe/innove payment deposit slips and withholding tax certificates to globe online posting system, and with this, I gained valuable skills and experience on understanding how disbursing works along with its procedures. I believe that my education, skill-set, and experience make me a suitable candidate for this position, prove my ability to take on new responsibilities, and my potential to develop my career. I believe I can bring a lot to the table and make a contribution.

Thank you for taking the time to consider my application for this upcoming position. I welcome the opportunity to discuss my qualifications further in an interview.

Sincerely,

MARI ANGELA M. OPPURA