

May 21, 2025

PROSE IVY G. YEPES

President

Visayas State University

VISCA, Baybay City, Leyte, Philippines

THRU: MOISES NEIL V. SERIÑO

VP for Administration and Finance

Subject: Application for Administrative Aide VI (Job Code: CJKMRI)

Dear Madam,

I am writing to express my interest in the Administrative Aide VI position at the Cashiering Office, as posted on the Visayas State University Job Portal.

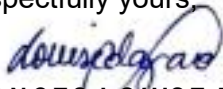
I hold a Bachelor of Science in Accounting Technology and am currently working under Job Order status in the Cashiering Office, where I assist in processing and releasing checks, and supporting administrative tasks. I have also served as a college clerk, records controller, and payroll clerk, handling various financial and clerical duties with efficiency and attention to detail.

In addition, I assist in my mother's bookkeeping business, where I help with recording transactions, organizing financial data, and maintaining accurate records. This hands-on experience has deepened my understanding of accounting principles and strengthened my organizational and analytical skills.

I am eager to continue serving the university in a more permanent capacity and believe my background aligns well with the responsibilities of this role. Attached are my application documents for your review.

Thank you for your time and consideration.

Respectfully yours,



FRANCES LOUISE B. DAJAO

Applicant