

HONEY SOFIA V. COLIS

Director, HRMO,
VSU, Baybay City, Leyte

Madame,

I have read the post in the official website of the Civil Service Commission that you are in need of an Administrative Assistant II (Budgeting Assistant), plantilla item number ADAS2-77-2023, SG8 under the VSU Main (Budget Office). I would like to make an application in such kind of job vacancy, or to a position that suits my qualification.

I am currently working as a Finance & Accounting Associate in a Brokerage Corporation, and a Finance Officer of JPDM Manuf Business Solutions Co.. Prior to that I was working also in a Business Process Outsourcing company as a Finance Associate. To add, I also have had an experience as Administrative Assistant in Philippine Deposit Insurance Corporation – Budget and Disbursements Department.

I have enclosed in this letter my personal data my resume, transcript of records, diploma, and civil service commission certificate of eligibility which you can go through for further details about me.

I hope you will consider me as one of the qualified applicants for the said job vacancy.

I would be willing to come for an interview at your most convenient time.

Sincerely,

Junlito Tidalgo