

**MA. FLORACEL AMOR B. CABELIN**  
458 BLOCK 30 LOT 3 NEPTUNE ALLEY  
PHASE 2B V&G SUBDIVISION  
TACLOBAN CITY, 6500

February 13, 2022

**QUEEN-EVER Y. ATUPAN**

Director  
Office of the Cashier  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am Atupan,

Good day!

I would like to express my interest in the position of ADMINISTRATIVE OFFICER I or any other opportunities currently open at Visayas State University that will commensurate my qualification.

I had just graduated with my master's degree in Management, last September 3, 2020, at Leyte Normal University. Attached here is my Undergrad and Graduate Program TOR including certificates that I acquired in 2017, and aside from this I also passed the Career Service Professional Examination last August 12, 2018 (Professional).

I appreciate your time and look forward to hearing you back. In the attached file is my Resume for further reference on my complete experience and qualifications. Feel free to contact me for any questions or should you require additional information at 0917 625 9507 or [amorcabelin@gmail.com](mailto:amorcabelin@gmail.com).

Looking forward to your favorable response.

Respectfully yours,

**Sgd. MA. FLORACEL AMOR B. CABELIN**  
Applicant