

P. Gonzales Street, Abgao
Maasin City, Southern Leyte
6600, Philippines

May 27, 2024

RYSAN C. GUINOCOR
OIC-Chief
Visayas State University
Visca, Baybay City, Leyte

Sir:

Good day!

This letter serves as my formal application for the position of **LEGAL ASSISTANT II**, which was published in the May 17, 2024 Bulletin of Vacant Positions and posted at the Civil Service Commission Regional Office 8 website. Attached herein are supporting documents that will give you insight on my skills and character.

I obtained my Juris Doctor degree last June 2023 at the College of Maasin where I finished several units on legal ethics, legal research and writing, and legal procedure. During my studies, I developed a solid foundation in legal principles and gained practical experience by having served as law student practitioner for the Office of the Legal Aid. These experiences have equipped me with a firm understanding of legal procedures, research techniques and legal document preparation. I am confident in my ability to handle a range of legal tasks including drafting basic legal documents; conducting research on relevant issuances, laws, rules and regulations; and providing administrative support to the Legal Office.

I am currently providing financial and administrative support as an Administrative Assistant II to a cluster of schools of the Department of Education Maasin City Division. My duties and responsibilities include checking/pre-auditing of financial documents; monitoring of compliance of COA audit findings and recommendations undertaken by the school; and other related bookkeeping, accounting and administrative tasks as may be assigned by the Division Accountant.

I believe that my seven-year experience in the public service coupled with the principles, skills and values I earned during my study of the law would contribute to the needs and functions of your office.

Thank you for considering this application. I would welcome the chance to discuss how my skills and qualifications align with your needs in more detail. I can be reached anytime through the contact information as attached in this application.

Sincerely,


MARIANNE GRACE H. REDULLA
Applicant