

4 August 2025

NICK FREDDY R. BELLO

Head, Accounting Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir/Madame:

Greetings!

I am writing to express my sincere interest in the position of *Accountant I (Plantilla item no. A1-132-2023)*. With a solid academic foundation in accounting, relevant work experience, and a strong sense of integrity and public accountability, I am eager to contribute to VSU's mandate of promoting transparency and good governance.

I am **Malaya Pelias-Negad**, a graduate of the **Bachelor of Science in Accountancy** from **Eastern Visayas State University – Tanauan Campus (EVSU-TC)**. I am a **Certified Public Accountant**, **Civil Service Professional Eligible**, and **NCIII Bookkeeping Passer** which I believe qualifies me to effectively fulfill the responsibilities required for this position.

In terms of work experience, I have held positions that strengthened my accounting, administrative, and organizational skills. Most recently, I served as the Assessment Center Manager at Dulag Polytechnic Institute Inc., where I managed institutional documentation, billing, budgeting, and reporting tasks with accuracy and timeliness. I ensured that all operational concerns were addressed efficiently and professionally. Prior to this, I worked at Tacloban Winner Marketing Corporation as a Human Resource Assistant, where I handled recruitment, payroll, and employee benefits. I was later transitioned to the Accounting Department, where I maintained financial records, prepared reports, processed payments and credit memos, and used SAP software to manage accounting transactions. During my college years, I also completed an internship in the Accounting Department of my university, assisting in maintaining accurate financial records, handling confidential data, performing data analysis and entry, and supporting the accounting team with various administrative functions. In addition, I have experience in remote work as Sales Development Representative. In this role, I focused on customer communication, business promotion, and sales assistance—ensuring both client satisfaction and effective outreach to prospective customers.

I am a fast learner who thrives on new challenges. With a keen eye for detail, strong organizational skills, and a commitment to delivering accurate results, I take pride in completing tasks efficiently and with excellence. My goal is to secure a position that allows me to contribute my skills and knowledge in a meaningful way, while growing professionally and positively to the continued success of the university.

Attached are my Personal Data Sheet, Transcript of Records, and Certificates for your review.

As a result, I am eager to get started on the given position that qualifies me as soon as possible.

Thank you very much for considering my application. I welcome the opportunity to further discuss how I can be an asset to your team.

Sincerely yours,



MALAYA PELIAS – NEGAD
Applicant