

RICKY DANN M. FERNANDEZ
09983372625
ricky.fernandez@vsu.edu.ph
Pangasugan, Baybay City, Leyte

April 25, 2025

DR. MOISES NEIL V. SERIÑO
NAPB Chairman

Dear Sir Seriño,

Re: Administrative Aide (AA) IV position

I am writing to apply for the position of Administrative Aide IV at Eco-Farm & Resource Management Institute, VSU, which I found on the VSU HRIS website.

Currently, I am employed in the Accounting Office with a casual appointment.

I can easily adapt to the new background and job given to me. I also have good work ethics and ensure that the job is delivered efficiently and effectively.

My resume is attached to support my application. It includes the skills I believe you are looking for, such as:

- Recently, I attended the Public Financial Management System, which adds to my knowledge.
- I have relevant experience in actual government auditing under Procurement Services and financial documents processing and control, which is an important skill.

I would like to know more about this job opportunity and talk about how my experience can benefit the office.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,


RICKY DANN M. FERNANDEZ