

February 7, 2024

**ROTACIO S. GRAVOSO**

Director

Quality Assurance Center

Visayas State University

VISCA, Baybay City, 6521 Leyte

Greetings Sir,

I, Deca Variña Cordero Galvez-Montajes, a graduate of Bachelor of Science in Management Accounting from the University of San Carlos, Cebu City and has passed the Civil Service Professional Eligibility Examination last April 2013, would humbly apply for the Administrative Officer IV (Management and Audit Officer II) position of the Quality Assurance Center at the Visayas State University.

I have been an employee of the City Government of Baybay since January 2015 where I was initially hired as a Job Order worker at the City Accounting Office and later on assigned at the Internal Audit Services Office, where I am currently working as a staff with a position of Internal Auditing Assistant. My functions includes aiding the local government unit in verifying the extent of compliance to auditing procedures and policies, operating procedures and government regulations, and conducting audit observations, orientations, and reports in various offices and departments of the local government unit.

It would be a great opportunity to be able to serve the institution with integrity and to apply the experience and knowledge I gained should you consider my application.

Respectfully,



**DECA VARINA GALVEZ-MONTAJES**

Applicant