

July 24, 2023

Honey Sofia V. Colis

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ms./Mrs. Colis,

I am writing to express my strong interest in the position of Administrative Officer II (Budget Officer I) at VSU Baybay as published on CSC website. With a solid background in financial management throughout my academic journey as an accountancy student, I believe I can make a valuable contribution to your organization's financial success.

Having completed my Bachelor's degree in Accountancy from the College of Maasin, I have gained a solid foundation in financial and managerial aspects. In my college years as an accountancy student at the College of Maasin, I developed organizational and time-management skills allowing me to handle multiple tasks simultaneously and meet deadlines effectively.

I am highly motivated, detail-oriented, and committed to delivering high-quality work within strict deadlines. My strong analytical and problem-solving skills enable me to identify and address challenges while seeking innovative solutions. I am confident that my abilities, coupled with my passion for maintaining integrity in financial records, make me an ideal candidate for the Administrative Officer II (Budget Officer I).

I am excited about the opportunity to contribute to the growth and success of VSU Baybay as an Administrative Officer II (Budget Officer I). I am confident that my skills and qualifications make me a strong candidate for this position. Thank you for considering my application. I have attached my resume for your review. I would welcome the opportunity to discuss how my skills and experience align with your organization's needs. Please feel free to contact me at your convenience to schedule an interview.

macabo

Mac Lhenry Acabo

Applicant

09928932438

piggymac649@gmail.com

Purok 1, Brgy. Cantutang, Padre Burgos, So. Leyte

EEOP STATEMENT

I, Mac Lhenry Acabo, applicant for the Registrar I position at DEPED Southern Leyte adheres and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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