

May 8, 2022

Honey Sofia V. Colis
OIC Director, ODHRM VSU
Baybay City, Leye

Dear Ms. Honey Sofia,

By way of introduction, my name is Ronil de Gracia. I am a Certified Public Accountant and employed in private sector for over 8 years now. I am writing to you express my interest and to bid in the Administrative Officer V (Management and Audit Officer III) position of Visayas State University - Baybay.

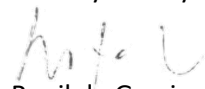
I spent most years of my career in Accounts Payable. My tasks include, but not limited to, invoice processing to payments, invoice issue resolution, communicating business matters relating to payments to our partners, general ledger balances report, and bank reports. I would say, I am the right hand of our Business Section Manager. I am responsible to producing different reports as needed. I also take part, together with my manager, in testing new systems that are essential to streamlining processes. At the end of each fiscal month, I dedicate most of my time to accruals of expenses, projecting expenses that is necessary for the other team's capital and operating expenses budget.

As a CPA with years of experience, I believe I would be valuable to VSU's endeavors. I possess desirable work ethics that I am always proud of.

I am including my resume which has more details about my qualifications. I am looking forward to getting shortlisted for an interview so we can discuss more of my credentials.

Please be safe.

Thank you very much.



Ronil de Gracia
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