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rmgabon86@gmail.com

May 26, 2022

HONEY SOFIA V. COLIS
OIC Ditektor, ODHRM
Visayas State University
Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest for the position of **Administrative Officer V (Budget Officer III)** with **plantilla item number ADOF5-16-2004** in your esteemed institution, **Visayas State University**.

I believe I am equipped with the necessary knowledge and skills to help develop and drive effective office works and other computer works such as in word processing, spreadsheets, and even presentations as I was engaged with those during my internship and when I am in my teaching career.

My internship at PhilHealth Tacloban-Local Health Insurance Office afforded me with the crucial skills to work with some of the considerable, equipped, and approachable professionals and office workmates. Being a trainee under the administrative department, I developed the enthusiasm to work with various administrative officers, and also the passion for office and other office-related tasks.

My teaching career at Saint Paul School of Professional Studies provided me with opportunities in acquiring additional knowledge and skills not just in my field of profession but also about handling tasks given and reported directly to the administrative department through series of webinars and workshops conducted by several organizations and professional bodies.

With this application letter, I attach herewith my resume, personal data sheet, transcript of records and diploma, and certificate of eligibility, license and board rating for your full consideration. Thank you for taking time to review my application and I am looking forward to your reply so that we can further discuss my application.

Sincerely,

A handwritten signature in blue ink, appearing to read 'RMG', enclosed within a large, loopy oval shape.

Remi Martin R. Gabon, CPA, CB
Applicant