

February 2, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ma'am COLIS,

Good day!

I am writing to express my enthusiastic interest in the **Administrative Officer IV (Management and Audit Analyst II)** position within the Visayas State University. With a strong background in financial analysis, a solid educational foundation in accountancy and accounting technology, and ongoing studies towards a Master's in Management, I am confident in my ability to contribute effectively to your team and support the division's administrative and managerial needs.

Currently serving as a Municipal Financial Analyst at the Department of Social Welfare and Development, I have acquired valuable experience in financial management, budget analysis, and regulatory compliance. My role has involved in-depth financial data analysis, budget monitoring, and ensuring adherence to financial guidelines. This experience has equipped me with a robust understanding of financial processes and the ability to provide strategic financial insights to support organizational decision-making.

As a double degree holder in BS in Accountancy and Accounting Technology, I have gained comprehensive knowledge in financial principles, accounting practices, and the importance of effective financial management in organizational operations. Furthermore, I am in the final semester of my Master's in Management program at Leyte Normal University, where I have been further developing my skills in leadership, organizational behavior, and strategic management.

In addition to my professional experience and educational background, I possess strong analytical, communication, and leadership skills, essential for the role of an Administrative Officer II. I am adept at utilizing financial software and tools, and I am committed to upholding the highest standards of integrity and transparency in all financial and administrative matters. I am particularly drawn to the opportunity to bring my diverse skill set to the Department of Education Division of Leyte, where I can contribute to the efficient management of administrative processes, budgetary oversight, and the implementation of policies to support the division's educational objectives. I am enthusiastic about the possibility of contributing to the Department of Education Division of Leyte and am eager to discuss how my background, skills, and ongoing education can support the division's mission. I am available at your earliest convenience for an interview and can be reached at **0968-259-5041** or via email at sorimakarlwilliam@gmail.com.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to the Department of Education Division of Leyte and support its mission.

Sincerely,


KARL WILLIAM L. SORIMA
Applicant