

**ALFIE JANN L. RAAGAS**  
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June 16, 2023

**To: HONEY SOFIA V. COLIS**  
Director  
HRMO  
Visayas State University  
Baybay City, Leyte

Ma'am:

Good day!

I am writing to advise you my intention to apply as **Administrative Officer II (Accounting Analyst)**, with Plantilla Item Number: **ADOF2-7-2010**.

My formal education is a degree in Bachelor of Science in Accountancy, which I graduated in 2016 at Saint Paul School of Professional Studies. As to eligibility, I passed the civil service (professional) exams in 2018.

Please reach me anytime convenient to you by my contact number 0936-472-9255 or by email [iamaljara@gmail.com](mailto:iamaljara@gmail.com). I would enjoy the opportunity to meet you in order to discuss how my skills will enable to make a valuable contribution in your institution.

Thank you very much. God bless.

Sincerely yours,

  
**ALFIE JANN L. RAAGAS**  
Applicant  
Applicant