

October 31, 2024

PROSE IVY G. YEPES

President
Visayas State University
ViSCA, Baybay City, Leyte

Thru: **NICK FREDDY R. BELLO**

Head
Accounting Office
VSU, Baybay City, Leyte

Dear Sir,

Good Day!

I am writing to express to you my interest in applying for the vacant position of **Administrative Officer II (Accounting Analyst)**. Presently, I'm the bookkeeper in charge for General Fund/Regular Agency Fund.

In my six years of working here in Visayas State University, I have really grown to be dynamic and learnt how substantial to really understand and embrace the role and responsibilities as a government employee. This has made me develop positive attitude, strong work ethics, critical thinking & analytical skills and the ability to multitask which I believe a vital qualification for this position.

I believe that the position I am applying for will commensurate with my academic qualifications, skills, and technical work experiences. Rest assured that I will continue to do my best, delivering quality and excellent services for the community.

God Bless & more power!

Thank you.

Respectfully yours,


JHONAVEL R. CASTIL
Applicant