

January 10, 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

VISCA, Baybay City, Leyte, Philippines

THRU: DR. MOISES NEIL V. SERINO  
VP for Administration and Finance  
Visayas State University

Dear Madam,

Warm Greetings!


I am Jumari A. Baslan, a Bachelor of Science in Agriculture Major in Horticulture (Specialized Olericulture) from Visayas State University. I am writing this to fully express my interest in applying as your Admin Aide VI that has been offered. It's my honor to be considered as one of your applicants for the said position.

I am looking for better job opportunities and the job profile is suitable and interesting. I worked at ACRO Alumni Office for 5 months as Clerk and currently working at Cash Office as Clerk Job Order status for four years and four months. I prepares and generates reports of check issued and cancelled for 101 Trust plain, 101 T Cebu, 164 Cebu, VSU Hospital-PF, IGP and VSU Hospital Phil Health; Stamps as "PAID" all documents, all funds mentioned above, sorts and file documents; Prepares deposit slips for LBP and other banks and transmittal for VSU Cebu Office; Provides information for BIR requirements (TIN application) and requirements for opening new Land Bank payroll account; Assists in validating clearances; Submit daily the payment transactions to Land Bank including the ACIC, PACS, LDDAP, Checks and various bank requests.

I am willing to be trained and learn more to develop my full potencial. I am self-disciplined and willing to give my full support to do the duties and responsibilities given to me and contribute hard work and dedication to accomplish my job. I am willing to come for an interview anytime convenient for you. I would welcome the opportunity to talk about ways that I could put my experience and drive for you. This is my contact number 09486076828.

Thank you and God Bless.

Respectfully yours,

  
JUMARI A. BASLAN  
Applicant

