

March 1, 2024
MacArthur, Leyte
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HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ma'am:


Greetings!

I am writing to express my interest in applying for INTERNAL AUDITOR III with item number IAUD3-1-2023 SG18 of VSU Main Campus (Internal Audit Service Office).

Being employed in a Leyte Normal University and presently working in Department of Social Welfare and Development (DSWD) developed my technical skills related to finance aligned to my baccalaureate degree in Saint Paul School of Professional Studies. During my employment in LNU, I was assigned in the Accounting Office which contributed to my knowledge on government regulations and fiscal management. Tasks in finance unit demands critical thinking skill which I mostly enhanced eventually. Collectively, with my output-oriented officemates and colleagues, transactions and reportorial requirements assigned were accomplished and submitted before the deadline. I am currently working as Financial Analyst in DSWD and involved in the community development as we are the one who request the fund and report the financial status to the national office. Moreover, having units in internal auditing in college leads us to pursue internal audit profession.

As an aspiring internal auditor, I hope to be granted a chance to apply my gained experience and skills in improving the process of the office. Thank you for considering my application. For additional details, I can be contacted on the given number and am available for an interview at your nearest convenience.

Very truly yours,


REYMARK M. CATIVO
Applicant