

ANGELICA PETALLAR POLE

Hipusngo, Baybay City, Leyte, 6521

+63 928 936 4013

petallar.angel8@gmail.com

June 18, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Baybay City, Leyte

Thru: MOISES NEIL V. SERIÑO

NAPB Chairman

Dear Dr. Yepes:

Greetings of peace and goodwill!

I am writing to formally express my interest in the position of Administrative Aide III (Clerk I, Casual) at Finance Management Office, as advertised through the VSU Human Resource Information System (HRIS).

I am a graduate of Bachelor of Science in Agribusiness from Visayas State University and currently serve as Administrative Aide III at the VSU Budget Office. In this role, I handle various administrative and financial responsibilities such as processing financial transactions, encoding data in the HRIS, assisting in the preparation of reports for national agencies, and supporting overall office operations. I also have prior experience in payroll processing, budget assessment, liquidation reports, and records management.

These experiences have equipped me with a strong foundation in accounting and budgeting practices, complemented by familiarity with public financial management systems, which are relevant to the responsibilities of this position. I am also adept in using office productivity tools and ICT systems necessary for accurate and efficient documentation.

I take pride in exemplifying integrity, professionalism, and service excellence—core values aligned with VSU's institutional goals. I work well in diverse teams, adapt easily to change, and am committed to continuous improvement. With a deep sense of public service, I am confident in my ability to contribute meaningfully to the office where I may be assigned.

Thank you for your kind consideration. I am eager for the opportunity to further serve VSU and am very willing to attend an interview at your most convenient time.

Sincerely,



ANGELICA PETALLAR POLE