

**Vicente E. Rupa Jr.**

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April 6, 2021

**Honey Sofia V. Colis**

OIC Director, ODHRM

Visayas State University

ViSCA, Baybay City, Leyte

Dear Ma'am,

I am writing to express my sincere interest in the **Administrative Aide III** position and for **any job vacancies** in your good office that will fit my qualifications. I am a *Certified Tax Technician* and a graduate of BS in Accountancy and BS in Accounting Technology, *Cum Laude*, in Saint Paul School of Professional Studies, Palo, Leyte.

As a tax certified and holder of accounting degrees, I have become equipped with the necessary knowledge in accounting, management, financial laws, taxation, and office applications. In addition, my work experience in PhilHealth – Tacloban City, Leyte afforded me to further develop and strengthen my communications, frontline services skills, work ethics and artistry. I believe that I could make a significant and valuable contribution in your university, especially in your office of the Head for Procurement.

I have attached herewith the necessary documents for your full reference. Should you need additional information, you may reach me through my contact number or email address stated above. I am willing to do an interview and discuss further my application.

Yours truly,



**VICENTE E. RUPA JR.**

Applicant