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HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Dear Ms./Mrs. Colis,

I am writing to express my strong interest in the Administrative Officer II (Management and Audit Analyst I) position with Plantilla Item No. ADOF2-29-2004 at VSU MAIN (Quality Assurance Office) with a salary grade of no. 11 as posted on the Civil Service Portal. With a background in management and a keen eye for detail, I am confident in my ability to contribute to the success of the organization.

I hold a Bachelor's Degree in Business Administration majoring in Management Accounting and a Master's Degree in Business Administration, along with my Civil Service Eligibility. Throughout my career, I have gained 3 years of experience as a Municipal Financial Analyst and Municipal Area Coordinator of KALAHI-CIDSS, in which I have gained comprehensive knowledge in evaluating and improving internal controls, identifying financial discrepancies, mitigating potential risks, and I am committed to staying current with industry best practices and emerging trends.

Furthermore, I am confident that my dedication to accuracy, efficiency, and continuous improvement makes me a strong fit for the Management and Audit Analyst I role.

I would welcome the opportunity to discuss how my skills and qualifications align with your requirements in more detail. I have attached my Personal Data Sheet for your review, which provides additional information on my background and achievements.

Thank you for considering my application.

Yours sincerely,


CHRISTINE FAYE P. CODERA
Applicant