

August 04, 2023

DR. EDGARDO E. TULIN

President
Visayas State University
ViSCA, Baybay City, Leyte

Thru: **ALICIA M. FLORES**
Head, Budget Office
VSU, Baybay City, Leyte

Dear Sir/Ma'am,

Good Day!

I am writing in your good office to express to you my interest in applying for the vacant position of Administrative Officer II (Budget Officer I). I'm a graduate of Business Administration major in Financial Management in Metro Manila College (MMC) located in Quezon City. I have eight years of work experiences mainly in office administration. Currently, I am assigned at accounting office as a bookkeeper in charge for Trust Funds and PPEs for all funds.

Throughout my employment, I have learnt to manage responsibilities in technical support and customer service task. This has also helped me to develop strong organizational, communication, critical & analytical skills and the ability to multitask. I believe that my strong technical work experiences and educational background made me a highly competent individual that the office is looking for. If given a chance to be part of Budget Office, rest assured that I will be one of your most productive employees delivering quality and excellent services.

Enclosed are my documentary requirements for your reference.
God Bless & more power!

Thank you.

Respectfully yours,

JHONAVEL R. CASTIL
Applicant