

January 10, 2025

DR. PROSE IVY G. YEPES  
President  
Visayas State University  
ViSCA, Baybay City, Leyte

Dr. Moises Neil Serifo  
VP for Administration and Finance  
ViSCA, Baybay City, Leyte

Dear Dr. Yepes,

I am writing to express my interest in the Administrative Aide III (Permanent) position at VSU Accounting Office, where I have worked under the same department for the past four years. During my tenure, I have developed a strong understanding of the department's operations. In addition, I recently passed the Sub-professional Civil Service Examination and which I am eager to take on additional responsibilities and further contribute to the office in this new role.

As an accounting staff, I was able to enhance and acquire useful experience in a variety of administrative duties, such as data entry document management, monitoring and controlling the project grants/budget, data analysis, preparing of financial reports, reconciliation, and helping to prepare and processed financial documents. Over the years, I have significantly expanded my understanding of accounting procedures and office operations which have allowed me to excel in performing administrative duties and I am enthusiastic about applying this expertise to contribute to the ongoing success of the office. Furthermore, I have the fundamentals and credentials necessary for government employment as a result of passing the Civil Service Sub-Professional Examination. I am dedicated to maintaining the standards of professionalism, effectiveness and service in my work

I believe that my practical experience in administrative and accounting expertise, and commitment to excellence allows me to contribute to the efficiency of office operations and help meet the organization goals.

Thank you for taking the time to consider my application.

Sincerely,

JEAH MAE C. EBERO  
Applicant