

FAITH CASAS

DANIEL LESLIE S. TAN

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Vice President for Administrative & Finance
Office of the Vice President for Administration & Finance
Visayas State University
Visca, Baybay City, Leyte

Greetings!

I have seen a post on your page that your institution has a vacant position for **ADMINISTRATIVE AIDE VI** (Clerk III). I am a *Bachelor of Science in Accountancy* graduate, a Certified Bookkeeper by the National Institute of Accounting Technicians, and a 2022 Career Service Exam passer. Thus, I would like to express my strong interest in working as an administrative aide at your reputed institution.

I have previously worked as a part-time **ABM instructor** at **STI Maasin** and later as an **Administrative Aide I (JO)** at the **Maasin City Accounting Office**.

Irrespective of the role, I am committed to putting forth diligent effort. Additionally, I hold aspirations for professional development and seek the opportunity to contribute to such an esteemed establishment. I acknowledge that I am a work-in-progress, yet I am eager and open to receiving training and guidance.

Attached herewith are the documents to my application.

I look forward to hearing from you soon. Thank you, and God bless!

Best Regards,



Faith Antonette O. Casas

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