

24th November 2023

**FE DAPHNEY C. RAMOS**  
**Head, OHRM**  
**VSU-Isabel, Marvel, Isabel, Leyte**

**Subject: Application for the Job Vacancy at the VISAYAS STATE UNIVERSITY | Region VIII**

Dear **M/S FE DAPHNEY C. RAMOS**,

I trust this letter finds you in good health. I am writing in response to a job advertisement I recently encountered on the Civil Service Commission website for the position and the corresponding place of assignment:

- Administrative Officer III- VISCAB-ADOF3-40-2023- Procurement Office,VSU Isabel, Leyte;
- Administrative Officer IV (Budget Officer II)- VISCAB-ADOF4-32-2023- Budget Office,VSU Isabel, Leyte;
- Internal Auditor II- IAUD2-14-2023- VSU MAIN (Internal Audit Service Office)

I wish to express my strong interest in the above-mentioned job openings that align with my qualifications and formally submit my application for your esteemed consideration.

I hold a Bachelor's degree in Accountancy and am currently employed as an Administrative Officer II within the Financial Management Service (FMS) - Accounting Division at the Department of Social Welfare and Development (DSWD). In my current job, I am tasked with the **pre-audit processing** of procurement-related claims and also serve as the Designated Procurement Officer (DPO) within our division.

Furthermore, throughout my professional journey, I have held roles in both government offices for approximately 13 years and in the private sector (overseas) for 3 years. During this time, I diligently maintained meticulous and precise financial records, which entailed preparing detailed and accurate financial reports, overseeing day-to-day office operations, and ensuring the seamless execution of administrative tasks.

I wish to assure you that my cumulative professional experience, which includes having participated in numerous trainings and workshops, along with my proficiency in utilizing advanced accounting software such as e-NGAS, QuickBooks, and Microsoft Office (Excel, Word, PowerPoint), my meticulous attention to detail, and my strong coordination and collaboration skills, will be highly beneficial to your office.

Enclosed is a copy of my resume for your perusal and should you require me for the qualifying test or interview, I can be reached at this email address [janice.juliano2014@gmail.com](mailto:janice.juliano2014@gmail.com).

I appreciate your kind attention and the time you have taken to review my application. I look forward to make a valuable contribution to your team.

Very Respectfully,

  
Janice P. Juliano