

July 25, 2023

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State Univeristy  
Baybay City, Leyte

Ma'am:

Greetings!

To be part of your respected institution would be a great pleasure and opportunity to showcase my erudition. In line with this, I am humbly asking you to consider my application for **ADMINISTRATIVE OFFICER II/ BUDGET OFFICER 1** for I am assuring you to give back the inline mission of your relevant organization.

Currently I am working in ACLC College Tacloban as ***Assistant Professor 1*** under Business and Accountancy Department and Part-time Instructor at JE Mondejar Computer College. Before I've worked as Municipal Roving Bookkeeper at DSWD, Account Officer Assistant at Development Bank of the Philippines, Billing Clerk (Job Order) assigned at the billing section and as Administrative Assistant II (Accounting Clerk) assigned at the accounting section of EVRMC, at Bank of the Philippine Islands as Project Term Employee and at Chawnah Foods, Inc. and Fresh Berry Foods Corporation which are both the franchisee of Goldilocks as Accounting Assistant. Further, I also worked for four years as Student Assistant in my alma mater, Saint Paul School of Professional Studies (*formerly Saint Paul School of Business and Law*). With this knowledge and practical experiences during and after my tertiary tenure, I feel certain that I can prove myself a real value to your institution.

The following are the attached credentials, certification, local and international membership/ designations earned:

- **Graduated with the degree of Master in Management (MM)**  
*Leyte Normal University*
- **Certified Financial Management Professional (CFMP)**  
*Institute of Finance and Management, United Kingdom*
- **Member of Royal Institute of Taxation (MRITax)**  
*Royal Institute of Taxation, Singapore*
- **Certified Bookkeeper (CB)**  
*Philippine Institute of Certified Accounting Technologists*
- **Tax Assistant, International Certification Level II**  
*Royal Institute of Taxation, Singapore*
- **Diploma in Taxation (DT)**  
*Philippine Association of Certified Tax Technicians, Inc.*

If to be considered for the position, I will definitely welcome the responsibilities of what the position should be.

Thank you and God bless.

Respectfully yours,

**EDMON L. ALMADEN, MM, CFMP, MRITax, CB, DT**  
*Applicant*