

December 6, 2024

DR. PROSE IVY G. YEPES

President
Visayas State University
VISCA, Baybay City, Leyte, Philippines

THRU: **DR. ELWIN JAY V. YU**
VP for Administration and Finance

Subject: Application for Administrative Aide VI (Cash Office, Job Code: EKLHVZ)

Dear Madam,

I am writing to formally express my interest in the Administrative Aide VI position at the Cash Office, as advertised on the Visayas State University job portal (<https://jobs.vsu.edu.ph>). With a strong background in administration, finance, and supervision, complemented by my Bachelor of Science in Accounting Technology, I am eager to bring my expertise and experiences to this significant role.

Currently, I am serving here in the Cash Office under a Job Order status, where I have honed my skills in administrative tasks, financial processes, and coordination. My professional journey also includes supervisory experience as a manager in my parents' business, where I was responsible for overseeing operations and managing the collection of payments. Additionally, I have gained extensive experience in financial processes while working as a disbursing clerk here at the university, where I process and release checks, assist in payment transactions, and support bookkeeping.

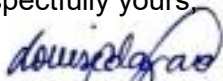
These diverse experiences, coupled with my academic background, have equipped me with the leadership, analytical, and organizational skills essential for effective cash office operations and administrative management. My familiarity with the university's systems and workflows further enables me to adapt seamlessly and contribute meaningfully to the goals of the Cash Office.

This opportunity to transition into a more permanent and meaningful role within the university aligns perfectly with my career goals. I am confident that my commitment, expertise, and familiarity with the institution's mission will enable me to excel as an Administrative Aide VI.

I sincerely welcome this opportunity to contribute to the position offered. For your review, I have attached the required documents to support my application.

Thank you for your time and consideration.

Respectfully yours,



FRANCES LOUISE B. DAJAO
Applicant

