

October 24, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Subject: Job Application for Administrative Officer V (Management and Audit Analyst III) –
Plantilla Item No. ADOF5-28-2023

Dear Ms. Colis,

I am writing to apply for the position of Administrative Officer V (Management and Audit Analyst III) at the VSU Main Campus. With over a decade of experience in accounting, administration, and internal auditing across various sectors—including government, non-profit, and private organizations—I have developed the essential skills and knowledge required to perform effectively in this role. My training under the Commission on Audit (COA) on *Laws and Regulations on Government Expenditures (LARGE)*, as well as my participation in various GACPA and PICPA seminars, have strengthened my foundation in financial accounting, internal auditing, account reconciliation, financial report preparation and interpretation, and the responsible stewardship of government funds.

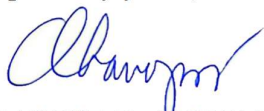
As a dedicated accountant and auditor, I am committed to safeguarding government resources by strictly adhering to established policies, rules, and regulations. I ensure that all financial transactions are accurate and supported by complete documentation. I also maintain up-to-date financial records to guarantee precise ledger entries. In my current role, I assist COA auditors during regular financial audits by providing complete and timely substantiating documents. Supervising the accounting unit of my current agency has been both challenging and rewarding, and through consistent guidance and mentoring, my team has achieved a clean, unqualified audit opinion on our financial reports since I assumed my post.

If given the opportunity to join your team, it would be a great privilege to demonstrate my skills and contribute to your office's goals. My approachable personality allows me to easily build rapport and foster teamwork with colleagues. I am also eager to share the best practices I have learned from my previous organizations to help achieve our collective targets and institutional objectives.

I have attached my pertinent documents for your review. Should you have any questions, please feel free to contact me via email at chanojan.pit@gmail.com or mobile number +63 947 521 0571. I look forward to a favorable response to my application.

Thank you very much for your time and consideration.

Respectfully yours,



CHANDIE R. ANOJAN, CPA