

**MERZETH BLAIRE BALEOS-OLLERAS, CPA**

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**HONEY SOFIA V. COLIS**

Director, Human Resource and Management Office  
Visayas State University  
Baybay, City, Leyte

Dear Madam,

Please accept this letter expressing my interest in the **INTERNAL AUDITOR III** position as posted in the Civil Service Commission Website.

I am currently working as an Accountant II in the Department of Public Works and Highways – Leyte 5<sup>th</sup> District Engineering Office, Baybay City, Leyte. I've been in the Agency since December 2015 and the experience I have gained in my current work molded me to become better in my profession.

In addition, I graduated Cum Laude with the degree of Bachelor of Science in Accountancy at Saint Paul School of Professional Studies (*formerly know as Saint Paul School of Business and Law*) at Palo, Leyte on March 2015 and passed the Certified Public Accountant Licensure Examination on October of the same year.

As a detail-oriented and highly motivated professional, I can confidently say that I am very much fitting for the position I am applying for.

I hope you'll take a moment to review my attached Personal Data Sheet (PDS), Credentials, Certifications and other appropriate documents. I would greatly appreciate the opportunity to speak with you regarding my application.

Thank you for your consideration.

Sincerely,

MERZETH BLAIRE BALEOS-OLLERAS, CPA

