



November 22, 2024

DR. PROSE IVY G. YEPES

VSU, President

Visca, Baybay City, Leyte

THRU: **MS. JENNIFER E. ANDO**

NAPB Secretary

VSU, Visca, Baybay City, Leyte

Dear Dr. Yepes:

This is to signify my interest in applying for an Internal Auditor I at the Internal Audit Office. I am very pleased and interested to impart my knowledge and skills that will help the office function smoothly.

I am a graduate of Bachelor of Science in Food Technology with units in Master of Management Major in Business Management. I have worked for 10 years at the Income Generating Project Office as an Administrative Aide III which functions in the preparation of all pertinent documents, preparation of monthly financial reports managed by IGP, initial auditing, recording and filing of all IGP and STF Monthly Financial Report and the Document and Records Controller (dDRC). Currently, I am connected with the Institute of Human Kinetics as a Property Custodian whose function is mainly in planning and requesting sports supplies and equipment to be used for instruction and university and IHK facilitated events, maintenance, retrieval and inventory and disposal of all supplies and equipment of the institute as well as an Ad hoc member of the VSU BAC secretariat. I am trustworthy, responsible and proficient in computer skills and knowledge. With my experience, I believe I am more than capable enough for this position.

I have attached my credentials and other pertinent documents for your reference and further evaluation. Should you feel I am qualified for the position, I can be contacted on my email address marvin.bandalan@vsu.edu.ph.

Thank you and looking forward from hearing you soon.

MARVIN B. BANDALAN

Applicant