

Brgy. Pangasugan  
Baybay City, Leyte  
27 February 2024

**Dr. Daniel Leslie S. Tan**

OIC-President

Visayas State University  
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**

Director, HRMO

Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tan:

Good day!

I am writing this letter to express my interest in the position of Administrative Officer V (Cashier III) as I believe that I possess the right combination of experience and skills that are necessary to successfully execute the job and all associated duties. Moreover, I think that this would be a great opportunity for me to grow not only professionally but personally as well.

Currently, I have been working as the Collecting Officer of this university for more than a year in the position of Administrative Officer I (Cashier I). As collecting officer, I was given the tasks of receiving and receipts all income of the university; depositing daily collections intact to the authorized depository bank; recording daily collections; updating and monitoring the cash book; preparing monthly Reports of Accountability for official receipt; verify and sign Report of Collection and Deposit; and reviews and signs Checks / Planning and Control System (PACS) / List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) / Advice of Checks Issued and Cancelled (ACIC) in the absence of the university cashier.

I also worked as Regular Agency Fund (*also known as the General Fund*) in charge of the Disbursement Section of the VSU Cash Office for more than four years. I was assigned to prepare Checks & LDDAP-ADA payments for the suppliers, service providers, scholar stipends, insurance, salaries/wages of the employees and other payments made under the RAF.

In addition to my experience, qualifications, and skills, I am someone who thoroughly enjoys being a cashier. I am hardworking, flexible, willing to work overtime and able to complete my job with limited supervision. I am also willing to give a helping hand, especially during the absence of the current RAF in charge since I also act as the alternate working staff of the RAF.

Attached herewith are my resume, Personal Data Sheet (PDS), performance rating, transcript of records (TOR), diploma, certificates of relevant training and seminars, and certification of eligibility for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.  
Thank you for your time and consideration.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Valenzona", with a long horizontal flourish extending to the right.

**VALERIE C. VALENZONA**  
Applicant