

March 30, 2022

DR. DANIEL LESLIE S. TAN

Chairman, Non-Academic Personnel Board
Vice President for Administration and Finance
Visayas State University
VISCA, Baybay City, Leyte

Dear Dr. Tan,

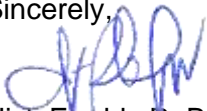
I am writing to express my interest in the Accountant IV position of VSU. I believe that the qualities you are looking are aligned with my skills and experience.

Currently, I am serving at the Visayas State University (VSU) as the Officer-In-Charge (OIC) Head of the university's accounting office since July 1, 2021. As the OIC, I supervise the operations of the office in controlling the expenditure of the university, providing relevant financial reports, and giving advice on various financial matters of the university. I oversee the functions of more than 20 personnel to ensure that we deliver the tasks expected from us to support the various operations of the entire university. After 9 months of being designated as the OIC Head, I am confident to say that I am knowledgeable with the different functions in this office and I will be able to perform the tasks of the Accountant IV effectively if given the chance.

Prior to my current job, I also worked as an Audit Associate at SGV & Co. for two (2) years. I was involved in the audit of banks, trust entities, brokerage firms, and other financial institutions. Throughout my work experiences, I have worked with different professionals – my staffs, colleagues, supervisors, clients/customers, and third-party individuals allowing me to develop excellent communication, supervisory and conflict resolution skills.

I welcome the opportunity to discuss how my qualifications would be an asset to VSU's continued success. Should you have any concerns, I can be reached anytime via email at nickfreddy.bello@vsu.edu.ph or by cell phone, (+63) 929 2255 015. Thank you for your time and consideration. God bless and stay safe!

Sincerely,



Nick Freddy R. Bello
Applicant