

Vicente E. Rupa Jr.

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Atty. Rysan C. Guinocor

OIC Director, ODAS

Visayas State University

ViSCA, Baybay City, Leyte

Dear Sir,

I am writing to express my interest in the **Administrative Aide III** position and for **any job vacancies** in your good office that will fit my qualifications.

I am a *Certified Tax Technician* and a graduate of BS in Accountancy and BS in Accounting Technology, *Cum Laude*, in Saint Paul School of Professional Studies. As a graduate of accounting degrees, I have become equipped with the necessary knowledge in accounting, management, taxation, law, and computers. My work experience in PhilHealth – Tacloban also afforded me to incorporate myself in communications, frontline services, operations management, and artistry. More importantly, I had the opportunity to work with professionals who taught me how to deal with situations in order to achieve common objectives.

I also participated in different academic and socio-civic organizations where I developed my work ethics and my ability to multitask, which I believe will also be my vital contributions for the position.

I have attached herewith the necessary documents for your full reference. If you have any questions or clarifications regarding my application, you may reach me through my contact number or email address stated above. I am very willing to do an interview and discuss further my application.

Yours truly,



VICENTE E. RUPA JR.

Applicant