

August 3, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City

Thru: **HONEY SOFIA V. COLIS**

Director, HRMO

Visayas State University

Visca, Baybay City

Re: Application Letter for Attorney IV

Dear President Edgardo Tulin,

I am writing to express my interest to become a part of Visayas State University (VSU) as **Attorney IV**. I passed the 2022 Bar Examination and was admitted to the Philippine Bar on May 2, 2023. I obtained my Bachelor of Laws degree from Dr. V. Orestes Romualdez Educational Foundation College of Law (DVOREF), Tacloban Leyte on August 2021. As an undergraduate, I graduated from Saint Joseph College, Maasin Southern Leyte with a degree in Bachelor of Arts in Accountancy on 2010 and became a Certified Public Accountant on the same year.

I pursued my legal education as a working student while maintaining a career in the government sector as a State Auditor in the Commission on Audit assigned in NGS 8 – State Universities and Colleges and Other NGS Stand-Alone Agencies. I have been in the Commission for more than eight years now where my primary task is to perform audit procedures which enabled me to enhance my analytical and written communication skills and public service orientation.

As a matter of fact, I was assigned in VSU from July 16, 2015 until December 2021 before I was reshuffled to my assignment now in Southern Leyte State University (SLSU). I believe that my experience of six years and five months as an external auditor of VSU has taught me the critical university mandate, core values, policies and guidelines in relation to its operation and services.

With my education and experience, I believe I would suit the qualifications therefore making me a favorable candidate. The following requirements are attached for your evaluation to wit:

1. Fully accomplished Personal Data Sheet (PDS)
2. Individual Performance Commitment and Review (IPCR) for the 1st and 2nd semesters of CY 2022
3. Photocopies of the following:
 - Certificate of Bar Membership
 - Certificate of Bar Ratings
4. Photocopy of Transcript of Records
5. Service Record

Please contact me through my mobile number, 09778065577, or through my e-mail at remindmae@gmail.com. I am also willing to submit myself to an interview at your most convenient time.

Thank you for your kind attention. I am sincerely hoping to hear from you soon.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mae Salva'.

ATTY. MAE ANGIELINE T. SALVA-ALARAS, CPA
Applicant