

MARGIELOU M. BERMUEL

Current address: 4 COLON ST, CEBU CITY

Permanent Address: LOT18 BLK 1 UVHAI I PUROK 5, BRGY JUATON, ORMOC CITY

December 19, 2023

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Ma'am,

Good day! I am writing to apply for the position Administrative Officer II (Budget Officer I) under plantilla item no. ADOF2-50-2023 in VSU MAIN CAMPUS (Budget Office).

I have obtained my college degree (BS in Hotel Restaurant and Tourism Management) in Visayas State University – Main Campus. I hope to contribute my knowledge, skills and commitment to excellence to my Alma matter – VSU MAIN.

My current job, is a Service Fulfillment Processor (permanent) at BDO Unibank Inc assigned in Loans Administration Department – Cebu. I am responsible for answering concerns (queries/request/complaints) related to clients outstanding or fully paid Auto/Home/SME loans via Email, Call, Mail and Walk-ins. As a Fulfillment Processor, I have developed skills how to communicate professionally with different clients under different economic backgrounds without prejudice. Moreover, I have a good working attitude towards my colleagues and fast learning skills.

I am planning to relocate back to my hometown in Leyte as I would like to pursue another career path and have been wanting to get another degree if given the chance.

Attached herewith are copy of my accomplished and notarized Personal Data Sheet (PDS), Authenticated Certificate of Eligibility, scan copy of my Transcript of Records and my Certificate of Employment.

Thank you for taking the time to consider this application. I look forward to a favorable response from you.

Truly yours,

MARGIELOU M. BERMUEL