

December 1, 2023

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Maam:

Greetings!

I am writing to you to express my interest for the position of Administrative Officer III (Cashier II) in VSU Main campus.

I had a degree of Bachelor of Science in Business Administration major in Financial Management at Franciscan College of the Immaculate Concepcion Inc and a Master's in Public Administration (MPA) at the College of Maasin.

I've been working in Cash Office all through my government service. My first office assignment was in Cash Office in VSU Main Campus as an Admin. Aide IV and served as an assistant to the Collecting Officer. Currently, I am an Administrative Assistant III in Cash Office at the Department of Education Baybay City Division Office, as an assistant of the Cashier.

I would appreciate the opportunity to further discuss my experience and qualifications with you.

Attached herewith my Service Record and my annual Individual Performance Commitment Review Form (IPCRF).

Thank you very much!

Respectfully yours,

MAY CLAIRE R. ABUNALES

Applicant