December 08, 2023

DR. DANIEL LESLIE S. TAN
OIC President
Chairman, Non-Academic Personnel Board
Visayas State University
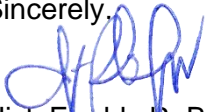VISCA, Baybay City, Leyte

Dear Dr. Tan,

I am writing to express my interest in the Supervising Admin Officer (SAO) position under the Financial Management Office 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 25 personnel to ensure that we deliver the tasks expected from us to support the various operations of the entire university. In addition, I work closely together with the Financial Management Office (FMO) and the Budget Office in the preparation of Financial and Accountability Reports (FARs) and other financial reports needed by various regulatory agencies. After more than 2 years of working under the FMO, I am confident to say that I am knowledgeable with the different functions of the office and I will be able to perform the tasks of the SAO 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.

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