

APRIL 1, 2024

HONEY SOFIA V. COLIS

DIRECTOR, HRMO
VSU, Baybay City,
Leyte

Maam:

Good Day!

It is of great honor to apply for the position of ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) with Item No.: ADAS2-79-2023 to be assigned in VSU Main (Cash Office).

I am Ed Reigh Dargantes Apilar, I finished Bachelor of Science in Agribusiness at the Visayas State University, Visca, Baybay City, Leyte in October 2007. I am a Career Service Professional eligible and a Licensed Agriculturist. I have more than 8 years' experience working in the government, with almost 3 years' work experience as a Disbursing Officer II at DepEd Baybay City Division serving as the School Cashier at Baybay National High School, in addition, I have also served as School Purchaser & Payroll Master. Also, I have over 5 years work experience as a Coconut Development Officer at Philippine Coconut Authority. I have a background in finance while working as a Financial Consultant (Forex Currency Trader) at MegaTrade BC Svcs, Ltd. In addition, I have 2 years' experience of working in the office as Customer Service Representative and Technical Support Representative.

With my experiences and dedication to work, I am positive that I can perform the job that will be assigned to me if given the opportunity to work in your organization.

Should I be called for an interview, I am willing to come to your office at your most convenient time. You may reach me thru: 0927-909-0493 (Globe)/ 0948-964-0699 (Smart) or via e-mail: *edreigh.apilar@gmail.com*.

I hope for your favorable response.

God Bless!

Respectfully yours,



ED REIGH DARGANTES APILAR