

November 29, 2023

DANIEL LESLIE S. TAN

Vice President for Administrative & Finance
Office of the Vice President for Administration & Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

I am applying for the position of Administrative Assistant III. I am a licensed accountant with two years of office experience, three years of teaching experience, and currently on the last trimester of master's degree.

In addition to the usual accounting function, I was also given the opportunity to construct and communicate programs and new workflows to my colleagues and aide them in adopting a budgeting process. As a college instructor, I specialized in Management Advisory Services covering budgeting and financial management.

I hope to contribute my knowledge and skills to your institution and have better professional growth with it. I look forward to your response.

Sincerely,


ROLF NICÓN N. CODILLA