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July 31, 2025

Honey Sophia V. Colis
Director, HRMD
VSU, Baybay City, Leyte

Dear Ma'am,

Good day!

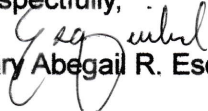
I am writing to express my interest in the Administrative Aide VI (Clerk III) position, with Plantilla Item No. ADA-6-98-2004, at the VSU Main posted last July 25, 2025. With a Bachelor of Science in Accountancy from Saint Joseph College in Maasin City, Southern Leyte and 5 years of dedicated experience in Accounting, I am enthusiastic about the opportunity to contribute to VSU's commitment to service and making a positive impact on the society.

In my most recent role as Branch Accounting Clerk at DES Marketing, Inc. – Baybay Multi Branch, I successfully make the Branch' Monthly Accounting Report on or before deadline and daily perform tasks related to completing the said report. I am responsible for the branch written communications to the Head Office like Explanation Letters, Letter for Reconsideration, Request for Approval, Post-Approval Requests, Employee Request Letters and follow-up updates on the said letters and requests. I am responsible for filing employee records, Memorandums and General Memo from Head Office and disseminate memos to employees. I manage the branch Liquidation Statements and secure approval to liquidate and journalize expenses using double-entry bookkeeping. I disseminate branch notice for monthly meeting and keep record of minutes. I am also responsible for monitoring and conducting monthly physical count of office supplies and FFE's (fixture, furniture and equipment), purchase approved monthly office supplies and control the usage of supplies. My experience has equipped me with a comprehensive skill set, including identifying erroneous transactions, comparing and contrasting transactions, and take prompt actions in correcting erroneous transaction to ensure smooth reporting process and make erroneous free reports. It also improved my skill to manage documents both physical and electronic formats.

I am particularly drawn to this opportunity because it aligns with my professional goal which is to gain more experience in administrative duties. I admire the VSU's commitment to provide progressive leadership to develop human resource equipped with knowledge and lifelong learning skills aligned with ethical standards and guiding principles towards impactful social transformation. I am eager to bring my background in administrative service to support and advance these important efforts.

In addition to my professional qualifications, I bring strong interpersonal and analytical skills, and a diligent work ethic. I am committed to ensuring the smooth flow of information and support for various administrative function and I am prepared to tackle the challenges and opportunities presented by the Administrative Aide VI (Clerk III) position.

Thank you for your time and consideration. God Bless.

Respectfully,

Mary Abegail R. Esquibel