

February 4, 2025

To:

Dr. Prose Ivy G. Yepes
President
Visayas State University-Main Campus

Through:

Dr. Moises Neil V. Serioño
NAPB Chairman

Subject: Job Application for position of : Administrative Aide III (Clerk I) at Accounting

Dear Ma'am,

I hope this letter finds you all well. I'm Gilly Mae S. Escasinas, and I'm writing to express my interest in the position offered in accounting. I came across the advertisement through the HRIS. I am currently working as a job order at the accounting office, gaining the experience needed for the position—processing and liquidating TES/TDP grants—and I am certain that I am qualified for it because I have been doing it for the past three years, ever since I began working in the Dean of Students Office. I am also certain that I have gained knowledge about student account services from one of my coworkers, as I have been tasked with helping her with it.

I'm not boasting, but I've considered multiple times that applying for the job might ease the workload for the office because I have the necessary experience.

I hope you'll give me a chance to be on your shortlist. My transcript of records, diploma, résumé, and other documents are included in my application. I look forward to speaking with you soon.

Respectfully yours,


Gilly Mae S. Escasinas

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