

Visayas State University
Visca, Pangasugan Baybay City, Leyte

December 3, 2023

Daniel Leslie S. Tan
Visayas State University OIC - President

Dear Sir,

Good Day! I am Lalaine May D. Dy, writing to express my interest in applying as an Admin Officer III (Cashier II) in Cash Office.

I graduated in Visayas State University under the Department of Business Management with a Degree of Bachelor of Science in Agribusiness. I had my internship at AGREA Agricultural Systems International, Inc. I also worked as an Enumerator under Philippine Statistics Authority. Last, August 7, 2022 I passed the CSC Professional Eligibility. Currently, I worked as an Admin Aide III (Job Order) in Cash Office also afforded me with the crucial skills to work with some of the best professionals. It is my goal to be a compassionate, enthusiastic and intelligent individual who will make a positive contribution in this administration.

I would love to be one of the work force in this office to showcase my skills and for my career development. Thank you for your kind consideration. Have a great day!

Sincerely,

Lalaine May D. Dy