

PETER PAUL C. ALCOBER, MICB

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ALICIA M. FLORES

Head
Supply & Property Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Greetings of Peace and Good Will!

I am Peter Paul C. Alcober graduated from Saint Paul School of Professional Studies with a degree of Bachelor of Science in Accountancy. I am a Certified Bookkeeper both local and international specifically in the Philippines and United Kingdom. I passed the Accounting Technician examination last 2019 conducted by the National Institute of Accounting Technician which earned my membership in the Institute of Certified Bookkeepers in United Kingdom. I am also, a Civil Service Professional and I am ready to serve with the people.

It is with pleasure that I am seeking to secure a position as **Administrative Officer V (Supply Officer III)**. I believe that my instructional capabilities, combined with my strong interpersonal skills and work ethics would greatly benefit your institution.

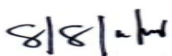
I have worked for almost 3 years in the Audit and Finance profession. First, in a logistics industry in Quezon City as Cash Audit Staff in the Finance Department for almost 2 years and was awarded as an outstanding employee for the year 2020. Second, I have worked also in EY GDS CS Philippines as an Auditor II for a year.

I have come to realize how vital to be part in this endeavor in the preparation for people to achieve success in all endeavors set before them. I hope to instill a love of learning and a desire to conduct knowledge within each client and employees. I can assure you that with the Christian formation that I received and the learning's that I gained, I will be able to perform what is expected of me as a public servant.

Please contact me at your convenient time to discuss in greater detail how my qualification would best meet the needs of the position.

In God's Mercy we serve with Joy!

Sincerely,



Peter Paul C. Alcober

Applicant