

November 2, 2024

**PROF. PROSE IVY G. YEPES, EdD**

University President

Visayas State University

Pangasugan, Baybay City, Leyte

Thru: **ELWIN JAY V. YU**

Vice President for Administration and Finance

CC: **HONEY SOFIA V. COLIS**

Director, HRMO

Dear **Pres. Yepes**:

*Maajong adlaw!*

In relation to the publication of the vacant position dated October 23, 2024, I am submitting herewith my application documents for the Administrative Officer V (Human Resource Management Officer III) post.

I hold a Bachelor of Science in Accountancy and have served as the designated accounting and budget officer at the DILG-Southern Leyte Provincial Office for nearly six years, from July 26, 2016, to December 31, 2021. During this period, I had the privilege of handling diverse tasks and responsibilities and contributing as a member of the following teams and committees:

1. DILG-SL Provincial Local Governance Innovative Solutions Bank (LGISB) Team on July 5, 2017,
2. Provincial Federalism Advocacy Team (PFAT) on July 24, 2017,
3. Performance Review and Analysis Presentation Committee on December 4, 2017,
4. Provincial Strategic Performance Management System (SPMS) on February 15, 2017,
5. Provincial Bids and Awards Committee (PBAC) starting July 26, 2022,
6. Contributing writer for the Provincial Bimonthly Newsletter on August 31, 2016.

On April 17, 2020, I was promoted to Local Government Operations Officer II and assigned as technical staff for DILG-Macrohon while concurrently serving as the designated accounting and budget officer. In this dual capacity, I managed to accomplish the responsibilities appurtenant with both roles, ensuring the successful completion of tasks and technical deliverables for the field office. Currently, I am based at the Provincial Office, where I serve as the Focal Person and Alternate Focal Person for programs on Social Protection and Sensitivity. These programs include Child Protection, Women Empowerment, Gender and Development, Health Compliance and Responsiveness, Provision of Demand-driven Technical Assistance relative to the aforementioned programs and monitoring of LGU Compliance to Presidential Directives and Other Top Management Issuances, among others.

In my almost 9 years as public servant, the passion to serve with utmost dedication and zeal has never waiver. These years of experiences have helped me grow and have enhanced my capacities to consistently deliver, affirming my readiness to be accepted, if given the chance.

I am truly grateful for this prospect. I am hoping that the qualifications and contributions I have put forward will merit your consideration.

*Daghang Salamat!*

Respectfully yours,

A handwritten signature in blue ink, appearing to read 'Angel Lacaba', is written over the typed name and phone number.

**ANGEL LACABA**  
Applicant  
09532533943