

ATTY. ERAH SYL D. ARCALLANA, CPA

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May 12, 2024

HONEY SOFIA V. COLIS

Director HRMO

Visayas State University

Dear Ma'am,

I would like to apply for the position of **Attorney IV** with Item No. ATY4-8-2010 assigned at VSU MAIN (Legal Office).

I am a 2020 graduate of Juris Doctor at Saint Paul School of Professional Studies in Leyte. I took and passed the 2020 – 2021 bar examination the best bar ever batch under the chairmanship of Honorable Justice Marvic Mario Victor F. Leonen.

I am also an Accountant by profession and I completed my bachelor's degree at Eastern Visayas State University (EVSU) in 2003 under the College of Arts and Sciences – Bachelor of Science in Accountancy.

At present, I am working at the National Food Authority (NFA) Central Office, Quezon City assigned at the Legal Affairs Department (LAD), designated as *Acting Attorney III*. I am assigned at the LAD - Litigation Division and I have appeared before the Court of Tax Appeals (CTA) and different Regional Trial Courts (RTC), and I am handling criminal, special civil action and administrative cases.

Since the time I worked with the NFA's legal team, I come to learn the scope and nature of legal work, the manner of how tasks assigned to me are supposed to be done, the expected outcome, the adherence to implemented protocols, and the compliance to timeliness. I was guided and trained, and I admire the work ethics implemented by the NFA's legal team.

However, I am far from my family who remains in Tacloban City, while I'm working at Quezon City. Hence, I am looking forward to return to Leyte and I am earnestly hoping I would be given the chance to work, grow and gain more knowledge in your institution.

I hope with this brief view, you find my dedication to be part of your agency as **Attorney IV**.

Respectfully yours,


ATTY. ERAH SYL D. ARCALLANA, CPA

Applicant