

February 02, 2025

PROSE IVY G. YEPES

President

Visayas State University

Pangasugan, Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Pangasugan, Baybay City, Leyte

Dear Madam,

I am Jumari A. Baslan, a Bachelor of Science in Agriculture Major in Horticulture (Specialized Olericulture) from Visayas State University. I am writing to express my sincere interest in applying for Administrative Aide III position currently available in the Accounting Office. It would be an honor to be considered for this opportunity.

I am looking for better job opportunities and the job profile is suitable and interesting. I worked at ACRO Alumni Office for 5 months as Clerk and currently working at Cash Office as Clerk Job Order status for four years and five months. I prepares and generates reports of check issued and cancelled for 101 Trust plain, 101 T Cebu, 164 Cebu, VSU Hospital-PF, IGP and VSU Hospital Phil Health; Stamps as "PAID" all documents, all funds mentioned above, sorts and file documents; Prepares deposit slips for LBP and other banks and transmittal for VSU Cebu Office; Provides information for BIR requirements (TIN application) and requirements for opening new Land Bank payroll account; Submit daily the payment transactions to Land Bank including the ACIC, PACS, LDDAP, Checks and various bank requests. And I am the incharge of releasing checks for TES/TDP Grantees.

I am willing to be trained and learn more to develop my full potential. I am self-disciplined and willing to give my full support to do the duties and responsibilities given to me and contribute hard work and dedication to accomplish my job. I am willing to come for an interview anytime convenient for you. This is my contact number 09486076828. Thank you and God Bless.

Respectfully yours,



JUMARI A. BASLAN

Applicant