

22 January 2024

Ms. Maria Teresa A. Cruz
Head
Internal Audit Services Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Cruz:

Please consider me an applicant for the Internal Auditor II position in your good office.

I hold a master's degree in management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a job order status stationed at the Records and Archives Office (RAO).

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.



JIMBO S. POSAS
Applicant