

Shiela Mae O. Bagarinao
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February 5, 2025

LOUELLA C. AMPAC

Director, Finance Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Director Ampac,

I am writing to express my interest in applying for the Administrative Aide III (Clerk I) position in the Cash Division Office of Visayas State University. As a Bachelor of Science in Accountancy graduate from Saint Paul School of Professional Studies, I am eager to contribute my knowledge in financial management, clerical support, and administrative functions to your team.

During my internship at the National Food Authority – Leyte, I assisted in document processing, financial record-keeping, payroll editing, and basic inventory auditing. This experience allowed me to develop a strong foundation in cash handling, data entry, and compliance with financial policies. Additionally, my **Certified Bookkeeper** (NIAT) certification and **Civil Service Eligibility (Professional Level)** further reinforce my qualifications for this role.

I believe my skills align well with the competencies required for this position:

- Attention to detail and accuracy in financial transactions and document processing.
- Proficiency in Microsoft Office and Google Suite for efficient data management and reporting.
- Strong organizational and time management skills to handle multiple administrative tasks effectively.
- Professionalism and integrity in maintaining confidentiality and upholding ethical standards.
- Adaptability and teamwork, ensuring smooth collaboration within the office.

I am eager to contribute to your team and assist in streamlining administrative and accounting processes. I am also enthusiastic about the opportunity to contribute to your team and I am committed to upholding the high standards of service that VSU is known for.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with your needs. Please feel free to contact me at 09977733773 or via email at ssmbagarinao@gmail.com to arrange a convenient time for an interview.

Sincerely,

Shiela Mae O. Bagarinao