

July, 25 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

THRU: Ms. Alicia M. Flores
Budget Officer

Dear Dr. Tulin:

Greetings!

I am writing to apply for the position of Administrative Assistant II in Budget Office. I obtained my BS in Agribusiness at Visayas State University and have successfully hurdled the Licensure Examination of Agriculture last November, 2019.

As an Agribusiness student, I am equipped with the necessary knowledge that come with the position such as accounting and budgeting.

Regarding my work experience, I have been an Administrative Aide III in Finance Office for more than 1 year, from September 1-22, 2020 I joined PSA as Enumerator and also with OVPRE for under 2 months with same position and Distribution Center Officer of Flash from November 11, 2021- April 27, 2022.

As for my skills, I have a good interpersonal relationship with my co-worker beside from being computer literate and has keen attention to details.

For additional information regarding my qualification, please review my attached resume. Thank you for taking the time consider this application and I look forward to hearing from you.

Sincerely,


Mynche Darleen Dumaguing
Applicant