

September 25, 2024

GWENDOLYN C. BAMBALAN, DPA, CESO III

Regional Executive Director

Regional Office No. 02

Regional Government Center, Carig Sur, Tuguegarao City

Dear Ma'am,

I hope this letter finds you well. I am writing to express my intent to apply for the position of Administrative Aide VI (Clerk III), Item Number OSEC-DENRB-ADA 6-44-2014, at PENRO Isabela - Management Services Division.

I am Rely G. Dicolan, 43 years old, married, and currently residing in San Felipe, City of Ilagan, Isabela. I am presently and 8 years in working as an Admin/Cashier, where I have accumulated extensive experience in various administrative and financial tasks.

Below are some key responsibilities I have handled:

- Data entry, records maintenance, and document management.
- Custodian of petty cash and other budgets, including managing the vault.
- Handling withdrawals, liquidation of expenses, and budget reconciliation.
- Issuing payments to suppliers through cash and checks.
- Preparing expense summaries and liquidation reports.
- Managing payroll, daily time records (DTR), and accomplishment reports.
- Processing business permits, BIR transactions, and other government-related documents.
- Managing warehouse inventory and inbound/outbound deliveries.

Through this experience, I have cultivated strong organizational skills, attention to detail, and the ability to manage financial tasks with accuracy and efficiency. My commitment to maintaining integrity and professionalism in every task ensures that I can contribute positively to the operations of your esteemed office.

I am confident that my skills, combined with my dedication to supporting effective office management, will allow me to make a valuable contribution to PENRO Isabela. I would be honored to have the opportunity to join your team and support the mission of the Management Services Division.

Thank you for considering my application, and I hope for a favorable response.

Very truly yours,



Rely G. Dicolan