



January 4, 2022

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

This is with regard to the promotion of Mr. Leopoldo Escala Jr. to the position of Administrative Aide IV for DTHM as per NABP Resolution No. 344.

Sir, this is to request for Mr. Escala to avail of the said promotion but retaining him in the Procurement Office for the following reasons:

1. Mr. Escala is assigned in the Contract Management Section wherein he is tasked to monitor all contracts/purchase orders (PO). This is a vital assignment because he coordinates with the suppliers for the delivery of their goods during contract implementation. Deliveries are monitored to ensure that payment to suppliers will not be delayed otherwise disbursement of funds will be affected. So far, Mr. Escala has been very effective with his assignment. Aside from that, he is also tasked with BAC Secretariat works, to wit:
  - a) Prepares the Bid Bulletin
  - b) Prepares the Purchase Orders (for competitive bidding) – in lieu of Mr. Bandalan who resigned from the BAC Secretariat
  - c) Posts and updates the procurement projects in PhilGEPS (for alternative method)
  - d) Negotiates with the suppliers for PRs that failed twice in the bidding
2. The task of Mr. Escala cannot be relied upon a job order worker who reports to work for certain contracted number of days per month. If the transfer of Mr. Escala is inevitable, he has to be replaced by a regular staff within the office. But the Procurement Office is also short of staff. The only other regular staff in the office is Ms. Esguerra who is already assigned in the preparation of vouchers. Any personnel can be trained to do a certain task, however, currently we do not have the luxury of time to train and mentor the new personnel who will take over and has to keep up with the fast-paced assignment of Mr. Escala.
3. Mr. Escala is already trained on RA 9184 and PhilGEPS and knowledgeable of the procurement process. Deploying him to an office with an entirely different function will waste his trainings and experiences which are most appropriate and needed by the Procurement Office.

I hope this request merits your favorable action, Sir. Thank you very much!

Respectfully yours,

  
**JESSAMINE C. ECLEO**  
Head, Procurement

Noted:

**RYSAN C. GUINOCOR**  
OIC-Director, ODAS