

September 23, 2024

**VIVIAN V. BALBARINO**

Head

Supply and Property Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Balbarino,

I am writing to express my interest in the Administrative Officer I (Supply Officer I) position at Visayas State University-Main Campus, as advertised. With a Bachelor of Science in Entrepreneurship, twenty-four units of Professional Education, and my qualifications as a licensed professional teacher, I am eager to contribute to your team and support the efficient operations of the Supply Office.

My educational background has provided me with a solid foundation in management principles and supply chain dynamics. As a licensed professional teacher, I have developed strong organizational and communication skills, essential for effectively managing administrative tasks and fostering positive relationships with stakeholders.

From August 2020 to March 2024, I worked as a school administrator at an LTO and TESDA accredited institution. In this role, I managed various administrative tasks, supervised staff, and ensured compliance with regulations. This experience has equipped me with strong organizational skills and the ability to handle inventory effectively.

Please feel free to contact me at my mobile number: 0935-630-3063 / 0992-596-8360 or via email at [edisonbayo6@gmail.com](mailto:edisonbayo6@gmail.com).

Thank you for considering my application. I am eager to discuss how my background, skills, and certifications align with the needs of your office.

Sincerely,

  
Edison L. Bayo  
Applicant