

Bry. Guadalupe, Baybay City, Leyte
July 16, 2023

Dr. Edgardo E. Tulin
President
Visayas State University

Thru: Dr. Daniel Leslie S. Tan
Chairman, NAPB

Dear Dr. Tulin:

In response to the posting of an Administrative Officer III for the Procurement Office, I wish to apply for the said position.

I am office clerk of the university since December 2016. Currently, I am assigned as an Administrative Aide VI in the Procurement Office. My experience on procurement processes, which is along the line of what is required for the position, began when I was designated as one of the members of the Bids and Awards Committee Secretariat in April 2019 until to date. And my trainings are mostly on procurement also.

Attached are my Resume, Transcript of Records, Performance Rating, and training certificates for your reference.

I shall appreciate the opportunity of an interview and shall be available on call.

Very truly yours,



LILIBETH VICTORIA V. PAGALAN
Admin. Aide VI
Procurement Office