

August 2, 2025

DR. PROSE IVY G. YEPES

University President

Visayas State University

Baybay City, Leyte

THRU: HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Dear Dr. Yepes:

Maayong Adlaw!

I am writing to express my sincere interest in applying for the position of **Administrative Officer V (Supply Officer III)** at Visayas State University. With a strong background in administrative functions, office management, and supply coordination, I am confident that my skills and experiences will enable me to contribute meaningfully to the operations of the university.

I hold a Juris Doctor degree from the University of Southern Philippines – Foundation and a Bachelor of Arts in Political Science from the University of San Carlos. These academic qualifications have provided me with a solid foundation in both legal and administrative processes, which I have successfully applied in various roles, including managing resources, coordinating supplies, and ensuring compliance with regulations.

In my previous role as Executive Assistant II at the Office of the Municipal Mayor in the Local Government of Merida, Leyte, I was responsible for streamlining office operations, ensuring efficient document management, and assisting in the preparation of legal documents. One of my key responsibilities was overseeing office supplies and coordinating procurement processes to ensure the timely acquisition of necessary materials. My ability to manage resources effectively was critical in ensuring the smooth running of day-to-day functions, and I am proud to have contributed to the success of the office.

Additionally, in my role as the Designated Local Youth Development Officer, I was responsible for managing the office's budget, overseeing training programs, and ensuring the proper allocation of resources for youth programs. This experience enhanced my skills in financial management, resource allocation, and inventory management—competencies that are essential for the role of a Supply Officer. I take pride in my ability to balance both physical and financial resources to achieve departmental goals within budgetary constraints.

Throughout my career, I have consistently demonstrated a strong commitment to transparency, accountability, and the effective management of resources. Alongside overseeing procurement and maintaining accurate records, I have been entrusted with drafting detailed responses to the Commission

on Audit, including addressing Audit Observation Memorandum (AOM) letters and preparing the Agency Action Plan and Status of Implementation (AAPSI) for submission. These tasks required a high level of precision, compliance, and the ability to communicate effectively with regulatory bodies, further reinforcing my attention to detail and my commitment to public service.

I am particularly excited about the opportunity to contribute to Visayas State University, as I am passionate about supporting public institutions through effective resource management. I believe my experience in administrative duties, procurement coordination, and supply management will allow me to make a positive impact and support the university's ongoing success.

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and experiences align with the needs of the position at Visayas State University.

Sincerely,

SGD.

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