

GEMMIL M. MANAGBANAG
Barangay Gaas, Baybay City, Leyte
6521
Email Address: geleejan@gmail.com
Contact No. 09504690263
20 September 2024



HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City,
Leyte

Dear Director Colis,

I am writing to formally request your consideration for a position of Administrative Officer I (Supply Officer I), item number ADOF1-57-2023 within VSU MAIN (Supply and Property Office). Having dedicated almost 9 years as Contract of Service and 7 years as permanent in DENR-CENRO Baybay and consistently demonstrated my commitment to excellence, I believe that I am well-suited for this advanced role.

During my time as Contract of Service and currently had permanent position, I have consistently strived to exceed expectations in my responsibilities and contribute to the overall success of our department. Attached herewith is my Work Experience Sheet as reference/proof of my accomplishments and contributions.

I am eager to continue my professional growth within your Department and believe that taking on the role of Administrative Officer I (Supply Officer I) will allow me to make an even more significant impact. My dedication to the organization, strong work ethic, and passion for excellence make me a strong candidate for this position.

I am open to any additional responsibilities and challenges that come with the position of Administrative Officer I (Supply Officer I). I kindly request the opportunity to discuss this position further with you to outline how I plan to contribute to the success of the department in my new role.

Thank you for considering my request. I look forward to the possibility of contributing to the continued success of the organization. Please let me know a convenient time for us to meet and discuss this further.

Sincerely,


GEMMIL M. MANAGBANAG

Place of Assignment :	VSU MAIN (Supply and Property Office)
Position Title :	Administrative Officer I (Supply Officer I)
Plantilla Item No. :	ADOF1-57-2023
Salary/Job/Pay Grade :	10
Monthly Salary :	Php 24,381.00
Eligibility :	Career Service (Professional) / Second Level Eligibility
Education :	Bachelor's degree
Training :	None Required
Work Experience :	None Required
Competency :	Core: 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 Functional: 1. Administrative Services Management- Level- 2 2. Property and Supply Management - Level- 3 3. Facilitation - Level- 3 4. Fiscal Management - Level- 3 5. Critical Thinking and Problem Solving - Level - 2 6. Use of Information and Communications Technology (ICT)- Level- 2 7. Monitoring and Evaluation - Level- 3 8. Process Improvement - Level - 3 9. Resource Mobilization Management- Level- 2

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 27, 2024.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Certificate of Employment or Service Record for external applicants.
6. This office highly encourages all interested and qualified applicants and promotes equal employment