

July 11, 2023

DR. EDGARDO E. TULIN

President

Visayas State University,
Visca, Baybay City, Leyte

Thru:

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance
and NAPB Chairman

Dear **Dr. Tulin**:

Good day!

I have learned through the VSU HRIS that an Administrative Officer V for the Procurement Office is already available and is now open for application. I have written this letter to signify my intent to apply for the said position.

I am Jessamine C. Ecleo, 36 years old, and a resident of Visca, Brgy. Pangasugan, Baybay City, Leyte. I am a graduate of Masters in Public Administration from Cebu Technological University and a Bachelor of Science in Computer Science degree holder. Right now, I am connected in this institution, the Visayas State University, holding the position "Information Systems Analyst I (SG 12-6)" under the direct supervision of the Director for Administrative Services. I am currently the designated Head of the Procurement Office and at the same time the Head of the Bids and Awards Committee Secretariat.

My work experiences in the last 15 years in VSU (4 years as Part-time Instructor and 11 years as Administrative Staff) include among others the following:

1. Taught basic computer science courses in the Department of Computer Science and Technology (June 2008 – March 2012)
2. Managed and enhanced the existing Financial Management System of the Finance Office and its database.
3. Acted as secretary to the Vice President for Administration and Finance
4. Acted as secretary to the Bids and Awards Committee (2013 – April 2019, 2020- present)
5. Acted as secretary to the university's Appraisal and Disposal Committee (2015-2021)

6. Designated as the Head of the Procurement Office (July 2020 – present)

I have also attended several trainings about Procurement Law (RA 9184) and its Implementing Rules and Regulation (IRR) including updates thereto from the Government Policy Board – Technical Support Office. These trainings are listed in my Curriculum Vitae and Personal Data Sheet.

I believe that my varied work experience, learning from trainings and workshops, and attained education would make me a competitive candidate for this position.

Should you consider my application, I am willing to be interviewed at your most convenient time. You can reach me through my contact details below.

Thank you very much!

Respectfully yours,



JESSAMINE C. ECLEO

0998 555 0106

jessamine.ecleo@vsu.edu.ph