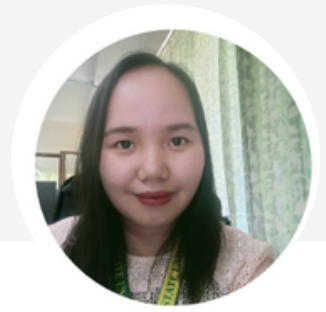


ERLY S. ESGUERRA

B U D G E T O F F I C E R



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Leyte

PROFILE

Accomplished administrative professional with government financial and procurement knowledge. Achieves efficiencies through responsible resource planning. Skilled in Microsoft Excel. Responsible, passionate about delivering outstanding quality and service. Offering 9 years of experience in the government service

SKILLS

- Microsoft Excel
- Procurement Law
- Budget Control and Monitoring

WORK EXPERIENCE

ADMIN. OFFICER IV

Budgeting Office, Visayas State University
2024 - Present

Preparation and Monitoring of Status of Funds for RAF, IGF, and BRF per program and account code. Assist in the preparations and submission of all DBM reportorial and budget tracking requirements. Assists the Head in the preparation and submission of OSBP. Assists the Head in the preparation of Financial Accountability Reports. Acts as an OIC in the absence of Head. Acts as dDRC. Perform other task assigned by the immediate Supervisor.

ADMIN. AIDE VI

Budget Office, Visayas State University
2022 - 2024

Obligates/Encodes daily Purchase Orders, Vouchers & Payrolls under Internally Generated Fund (IGF) to BAOM; Earmarks Job Orders, Contracts of Services, Purchase requests, RIS & fund transfer under IGF. Controls office/dept. sub-allotment under IGF and encode to subsidiary ledgers. Updates monthly balances of projects/dept/offices under IGF. Assist the head in the preparation of Accountability Reports. Perform other task assigned by Immediate Supervisor

EDUCATION

MM IN AGRIBMGMT

VISAYAS STATE UNIVERSITY
2014 (40 UNITS)

BS IN AGRIBUSINESS

VISAYAS STATE UNIVERSITY
2008 - 2012

LANGUAGE

- English
- Filipino

ADMIN. AIDE IV

Procurement Office, Visayas State University
2018 - 2022

Preparation of Voucher for Alternative Mode. Preparation of Voucher for Public Bidding. Preparation of Voucher for Retention, Performance bond and Mobilization (INFRA). Monitoring of Prepared Vouchers. Perform other task assigned by Immediate Supervisor.

ADMIN. AIDE III

Procurement Office, Visayas State University
2016- 2018

Preparation of RFQ. Monitoring of distributed RFQ. PhilGEPS Posting for Alternative Mode. Preparation of Bill of Quantities. Preparation of Voucher for Alternative Mode. Preparation of Voucher for Public Bidding (BAC2). Monitoring of Prepared Vouchers. Perform other task assigned by Immediate Supervisor

REFERENCES

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Alicia M. Flores

Budget Officer

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