

July 13, 2023

**DR. EDGARDO E. TULIN**

President  
Visayas State University (VSU)  
ViSCA, Baybay City, Leyte

Through:

**DR. DANIEL LESLIE S. TAN**

Chairman, Non-Academic Personnel Board  
Vice President for Administration and Finance  
Visayas State University (VSU)  
ViSCA, Baybay City, Leyte

Dear **Dr. Tulin**,

Good Day!

As a highly-skilled and performance-driven administrative staff, I am pleased to be submitting my application for the Administrative Officer I (Supply Officer I) job at the Supply and Property Office (SPO). Not only I possess extensive experience and important field knowledge but I also believe that it would be a great opportunity for me to further grow my career.

As you can see better to the enclosed resume, I am expert in executing various task associated with the job. I was mainly responsible in working on the constant improvement of the institution's supply and property system in order to increase efficiency in the acquisition, utilization and disposal of properties and equipment. On top of that, I also assigned to prepare the Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS) for the end users, maintains and updates Property Card, assigned as the officer in-charge for supplies, materials and equipment (S/M/E's) at the VSU Warehouse 1 and VSU Fuel Station, serve as the secretary of the Disposal Team (VSU-CADUPOA), and also a member of the Bids and Awards Committee Secretariat in preparing the Purchase Orders (PO's) of all awarded suppliers.

Moreover, I was also assigned as one of the team leader for inventory management, conducting detailed inventories for semi-expendable items and equipment's in different department/offices/centers in the university.

Lastly, I am assigned as the SPO Deputy Document and Records Controller (dDRC) for ISO that maintains record filing, prepare and submit various ISO requirement documents and to keep records for easy retrieval of important documents in the office. I am aware of the roles and responsibilities as a document controller and giving me relevant hands-on experience with the day-to-day ISO operations.

Thank you for considering my application. I would be thrilled to discuss my qualifications further and explore how I can contribute to the continued success of our university.

Thank you and God bless.

Sincerely,



DOREEN B. ALBA  
Applicant