

14 July 2023

Dr. Daniel Leslie S. Tan
Chairman, Non-Academic Personnel Board
Visayas State University
Visca, Baybay City, Leyte

Through: **Ms. Jessamine C. Ecleo**
Head, Procurement Office

Dear **Dr. Tan**;

Greeting!


I am writing to express my sincere intention to apply for the Administrative Officer III position at the Procurement Office.

I have been working in the Visayas State University since 2006 as Job Order worker and got promoted as regular employee in 2013. Currently, I am connected at the Office of the Dean-College of Engineering and Technology (CET) as Administrative Aide VI. As administrative clerk of the college, it is my duties and responsibilities to prepare administrative documents such as memoranda, annual reports, outgoing communications, CET OPCR-IPCR, PPMP and PRs, financial documents, among others. Furthermore, I am also the chairman of the College Documents and Records Controller Committee which is responsible for the implementation of document controlling and other related activities for the implementation of ISO 9001:2015. With these, I am confident that I have the experience in the administrative work. Unfortunately, I don't have any official experience in the procurement process, but I have a little knowledge in the procurement since I was able to perform small procurement during my time as clerk of AREC project in 2017. Also, I was able to attend the GPPB Training on Republic Act 9184 and Revised IRR on June 10-12, 2019.

If given the chance, I am willing to undergo trainings and seminars to improve my skills and knowledge in the procurement process. Also, you can be assured of my dedication, flexibility, commitment, and willingness in the work I am assigned to.

Thank you for your time and consideration. God bless you!

Respectfully yours,


MICHELLE A. BORLEO
Applicant