

April 1, 2024

Jessamie C. Ecleo

Head
Procurement Office
Visayas State University
Baybay City, Leyte

Ma'am:

Please allow me to signify my intention to apply for **Administrative Officer III (Supply Officer II)**.

For almost seven (7) years, I have worked as a BAC Secretariat Member in the Bids and Awards Committee (BAC) of DepEd Division Office of Ormoc City. This experiences in the Bids and Awards Committee developed and broadened my knowledge and skills in the field of procurement. Also, I am a School Property Custodian in schools since 2021.

Below are some of the highlights of my qualifications:

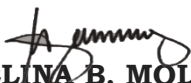
- Knowledgeable about Republic Act 9184
- Experienced and well-versed in the conduct of APCPI
- Experienced in the preparation of PMR and APP
- Experienced in the preparation of Bidding Documents and BAC resolutions
- Dynamic and Output oriented
- Experience in property inventory

My work experiences plus my interest and passion in advocating transparency and good governance had made me confident that I can be an asset to your good office. I believe that my knowledge and skills could suffice in the attainment of what are expected in the position.

Should you wish to know more about myself and my interests, I am much willing to be interviewed personally or through online. You may contact me through my mobile phone no. 0956-433-6879.

Thank you very much and hoping to hear from you soon.

Very sincerely yours,


EDELINA B. MOLINA
Applicant