

Bry. Guadalupe, Baybay City, Leyte
April 01, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University

Thru: Dr. Edgardo E. Tulin
Chairman, NAPB

Dear Dr. Yepes:


I wish to apply for the position of an Administrative Officer for the Procurement Office.

I am an office clerk of the university since December 2016. Currently, I am assigned as an Administrative Aide VI in the Procurement Office. My experience on government procurement began when I was designated as one of the members of the Bids and Awards Committee Secretariat in April 2019 until to date. My trainings are mainly on government procurement as well.

Attached are my Curriculum Vitae, Transcript of Records, Performance Rating, and training certificates for your reference.

I shall appreciate the opportunity of an interview and shall be available on call.

Very truly yours,


LILIBETH VICTORIA V. PAGALAN
Admin. Aide VI
Procurement Office