

March 1, 2024

DR. DANIEL LESLIE S. TAN

Officer-In-Charge

Visayas State University (VSU)

ViSCA, Baybay City, Leyte

Through:

DR. EDGARDO E. TULIN

Chairman, Non-Academic Personnel Board

Vice President for Administration and Finance

Visayas State University (VSU)

ViSCA, Baybay City, Leyte

Dear **Dr. Tan**,

Greetings!

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

As you can see better to the enclosed resume, I am adept as executing various task associated with the job. At Visayas State University (VSU), I was part of working on the constant improvement of the institution's supply and property systems 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 for proper monitoring and accountability, maintains and updates Property Card and also assigned as the over-all in-charge in the processing unit of Supply and Property Office. I was assigned as one of the team leader for inventory management, conducting detailed inventories for equipment and semi-expendable items in different department/offices/centers in the university. I am part of the BAC Secretariat member, assigned in preparing and printing of Purchase Order of all awarded public

bidding. Moreover, I was also part of the disposal team at the university as the disposal secretary to assist the committee in preparing the list of all unserviceable properties ready for public auction and properly documenting the bidding process.

Lastly, I was assigned as the Supply and Property Management Office (SPMO) 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.

Although I may have less experience than other candidates, I'm confident that the skills I've developed during my time in my institution, as well as my passion for the work being done, make me an ideal fit for the possible role.

I appreciate your time and consideration and look forward to discussing this wonderful opportunity with you at your convenience. Please let me know if there is any other information I can provide, and I'd be happy to send it your way.

Sincerely,


DOREEN BARTOLINI ALBA
Applicant