

Erly S. Esguerra

Administrative Aide VI



[My Portfolio](#)

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Work Experience



Administrative Aide VI

Budget Office

Visayas State University, A globally competitive university for science, technology, and environmental conservation.

January 2023 to present

(7 months)

- Obligated/Encoded daily Purchase Orders, Vouchers & Payrolls under Internally Generated Fund (IGF) to BAOM;
- Earmarked/Recorded Job Orders, Contracts of Services, Purchase requests, RIS & fund transfer under IGF
- Controlled office/dept. sub-allotment under IGF and encode to subsidiary ledgers
- Updated monthly balances of projects/dept/offices under IGF through subsidiary ledgers or Status of Income/Obligations and Balances
- Assisted the head in the preparation of Accountability Reports (FAR 2 and 2A) every quarter.
- Acted as OIC in the absence of the Head.
- Performed other task assigned by Immediate Supervisor.



Administrative Aide IV

Procurement Office

Visayas State University, A globally competitive university for science, technology, and environmental conservation.

September 2018 to December 2022

- Prepared Voucher for Alternative Mode
- Prepared Voucher for Public Bidding
- Prepared Voucher for Retention, Performance bond and Mobilization (INFRA)
- Monitored Prepared Vouchers.

Work Experience



Administrative Aide III

Procurement Office

Visayas State University, A globally competitive university for science, technology, and environmental conservation.

March 2016 to August 2018

- *Prepared of RFQ*
- *Monitored distributed RFQ to Suppliers*
- PhilGEPS Posting for Alternative Mode
- Prepared Bill of Quantities
- Prepared Voucher for Alternative Mode
- Prepared Voucher for Public Bidding (BAC 2)
- Monitored prepared Vouchers.

Relevant Skills

- Microsoft Excel, Word, PPT
- BAOM
- VSU HRIS
- VSU SPPMIS

Education History



Master of Mgmt (Major in AgribusinessMgmt)

Institution: Visayas State University

Year : 2014 (40 units)

Bachelor of Science in Agribusiness

Institution: Visayas State University

Year of Graduation: 2012

