



ERLY S. ESGUERRA

Admin. Aide VI

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📍 189 E. Jacinto St. Baybay
City, Leyte

EDUCATION

MM in AgribMgmt
VISAYAS STATE UNIVERSITY
2014 -

BS in Agribusiness
VISAYAS STATE UNIVERSITY
2008 - 2012

EXPERTISE

Microsoft Excel

Procurement
Law

Budget Control

LANGUAGE

English

Filipino

ABOUT ME

Accomplished administrative professional with government financial and procurement knowledge. Achieves efficiencies through responsible resource planning. Skilled in Microsoft Excel. Responsible, passionate about delivering outstanding quality and service. Offering 7 years of experience in the government service.

WORK EXPERIENCE

○ Jan 2023- Present
Budget Office, Visayas State University
Admin. Aide VI

Obligates/Encodes daily Purchase Orders, Vouchers & Payrolls under Internally Generated Fund (IGF) to BAOM; Earmarks Job Orders, Contracts of Services, Purchase requests, RIS & fund transfer under IGF. Controls office/dept. sub-allotment under IGF and encode to subsidiary ledgers. Updates monthly balances of projects/dept/offices under IGF. Assist the head in the preparation of Accountability Reports. Perform other task assigned by Immediate Supervisor.

○ 2018 - 2022
Procurement Office, Visayas State University
Admin. Aide IV

Preparation of Voucher for Alternative Mode. Preparation of Voucher for Public Bidding. Preparation of Voucher for Retention, Performance bond and Mobilization (INFRA). Monitoring of Prepared Vouchers. Perform other task assigned by Immediate Supervisor.

○ 2016 - 2018
Procurement Office, Visayas State University
Admin. Aide III

Preparation of RFQ. Monitoring of distributed RFQ. PhilGEPS Posting for Alternative Mode. Preparation of Bill of Quantities. Preparation of Voucher for Alternative Mode. Preparation of Voucher for Public Bidding (BAC2). Monitoring of Prepared Vouchers. Perform other task assigned by Immediate Supervisor.

REFERENCES

Louella C. Ampac
Finance Management Officer

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Alicia M. Flores
Budget Officer

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