



# Erwin Galzote

Senior Supply Officer

## Contact

**Address**  
Abuyog, Philippines 6510

**Phone**  
09672517919

**E-mail**  
eygalz@yahoo.com

**WWW**  
[Bold Profile](#)

## Skills

Supplier negotiation

Supply chain optimization

Warehouse operations

Procurement expertise

Dynamic Senior Supply Officer with extensive experience at the National Irrigation Administration, excelling in supplier negotiation and procurement expertise. Proven track record in optimizing supply chain operations and leading successful inventory management initiatives. Adept at fostering team collaboration while ensuring compliance and efficiency in resource allocation.

Experienced with inventory management, procurement processes, and logistics coordination. Utilizes strategic planning to optimize supply chain efficiency and reduce costs. Knowledge of vendor negotiations, contract management, and budget oversight.

## Work History

2022-07 - Current	<b>Senior Supply Officer</b> <i>National Irrigation Administration (NIA)- Regional Office VIII, Tacloban City Philippines</i> <ul style="list-style-type: none"><li>Serves as the accountable officer for supplies, materials, equipment and other properties and assets of the Regional Office and make periodic inventory thereof;</li><li>Maintain complete records of all properties of the region including those assigned in the field offices; issues clearance certificate of employees transferred, separated or retired from the service;</li><li>Consolidate and monitor annual procurement programs of the region and determine needs and current status of available stocks</li><li>Coordinate funds logistics support for the purchase of office supplies with concerned division/sections;</li><li>Supervise personnel engaged in property, procurement and store keeping functions;</li><li>Prepares and conduct annual inventory of properties of the region for submission to Central Office;</li><li>Coordinate and facilitate conduct of bidding/auctions of non-performing assets and prepare notices of award to winning bidder;</li><li>Monitor GSIS insurance of buildings and its contents, construction/heavy equipment, service vehicles and motorcycles of the region.</li></ul>
2020-01 - 2022-06	<b>Collection Representative/Property Custodian</b>

*National Irrigation Administration (NIA) - Satellite Office, Macarthur, Leyte*

Maintained accurate records of all collection activities, ensuring compliance with agency policies and regulations.

- Serve as the accountable officer for supplies, materials, equipment and other properties and assets of the Satellite Office and make periodic inventory thereof;
- Facilitate issuance of supplies, fuel, oil & lubricants ;
- Maintain complete records of all properties of the Satellite Office;
- Facilitate procurement of Office supplies, constructions materials, spare parts & equipment for the Satellite Office;
- Prepare and conduct annual inventory of properties of the Satellite Office for submission to Regional Office;
- Prepare Program of Works for Equipment Repairs & Maintenance of Service Vehicles & Equipment of the Satellite Office.

2013-02 -  
2020-01

### **Accounting Processor A**

*National Irrigation Administration (NIA) - Satellite Office, Macarthur, Leyte*

- Facilitate obligation of disbursement vouchers & payrolls;
- Prepares periodic reports of Accounting Unit such as Status of Allotment, Obligation, Liquidation and Balance (SAOLB) and Cost Summary Report (CSR).
- Facilitate preparation of remittances to other National Government Agencies such as GSIS, HDMF, PHIC and BIR.
- Keep an updated index of payment records of employees and creditors.

2008-07 -  
2013-01

### **Senior Accounting Processor B**

*National Irrigation Administration (NIA) - Satellite Office, Macarthur, Leyte*

- Facilitate obligation of disbursement vouchers & payrolls;
- Prepares periodic reports of Accounting Unit such as Status of Allotment, Obligation, Liquidation

and Balance (SAOLB) and Cost Summary Report (CSR).

- Facilitate preparation of remittances to other National Government Agencies such as GSIS, HDMF, PHIC and BIR.
- Keep an updated index of payment records of employees and creditors.
- 

2006-01 -  
2008-06

### **Senior Accounting Processor B**

*National Irrigation Administration (NIA) - Regional Office, Tacloban City, Province Of Leyte*

- Facilitate obligation of disbursement vouchers & payrolls of five (5) Satellite Offices;
- Prepares periodic reports of Accounting Unit such as Status of Allotment, Obligation, Liquidation and Balance (SAOLB) and Cost Summary Report (CSR).
- Facilitate preparation of remittances to other National Government Agencies such as GSIS, HDMF, PHIC and BIR.
- Keep an updated index of payment records of employees and creditors.
- Conduct reconciliation of Fund 102-ISIP/SPISP Account 412, 413 & 439

2004-07 -  
2005-12

### **Accounting Processor A**

*National Irrigation Administration (NIA) - Satellite Office, Julita, Leyte*

- Facilitate obligation of disbursement vouchers & payrolls;
- Prepares periodic reports of Accounting Unit such as Status of Allotment, Obligation, Liquidation and Balance (SAOLB) and Cost Summary Report (CSR).
- Facilitate preparation of remittances to other National Government Agencies such as GSIS, HDMF, PHIC and BIR.
- Keep an updated index of payment records of employees and creditors.

2000-01 -  
2004-06

### **Clerk Processor B**

*National Irrigation Administration (NIA) - Satellite Office, Julita, Leyte*

- Prepares remittances to other National

	<p>Government Agencies such as GSIS, HDMF, PHIC and BIR.</p> <ul style="list-style-type: none"> <li>Provides assistance to the office Cashier in the preparation of periodic reports such as Report of Disbursement (ROD), Report of Checks Issued (RCI) and Report of Collection (ROC);</li> <li>Maintains record of files for paid payrolls, disbursement vouchers and report of collections;</li> <li>Keeps an updated record of Official Receipts issuances to Deputized Bill Collectors.</li> </ul>
1998-01 - 1999-12	<p><b>Storeaide</b></p> <p><i>National Irrigation Administration (NIA) - Satellite Office, Julita, Leyte</i></p> <ul style="list-style-type: none"> <li>Provides assistance to the office Storekeeper in the preparation of period reports;</li> <li>Maintains updated stock card for office supplies, construction materials, spare parts and other supplies;</li> <li>In-charge of the stockroom filing and issuance of supplies.</li> </ul>
1997-08 - 1997-12	<p><b>Utility Worker B</b></p> <p><i>National Irrigation Administration (NIA) - Satellite Office, Julita Leyte</i></p> <ul style="list-style-type: none"> <li>Provide clerical assistance to the office Accounting Unit;</li> <li>Prepares quincinal payrolls of the employees;</li> <li>Prepares of remittances to other National Government Agencies such as GSIS, HDMF, PHIC and BIR;</li> <li></li> </ul>

---

## Education

---

2017-04	<p><b>No Degree: Units in Teaching Secondary Education</b></p> <p><i>Abuyog Community College - Abuyog, Province Of Leyte</i></p>
1997-05	<p><b>Bachelor of Arts: Political Science</b></p> <p><i>Abuyog Community College - Abuyog, Province Of Leyte</i></p>