

August 8, 2025

**DR. PROSE IVY G. YEPES**

President  
Visayas State University (VSU)  
ViSCA, Baybay City, Leyte

**Through:**

**DR. MOISES NEIL V. SERIÑO**

Chairman, Non-Academic Personnel Board (NAPB)  
Vice President for Administration and Finance  
Visayas State University (VSU)  
ViSCA, Baybay City, Leyte

Dear **Dr. Yepes**,

Mabuhay!

With great respect, I submit my application for the position of Administrative Officer V (Supply Officer III) in Supply and Property Management, as I consider myself a seasoned, results-driven professional in the field. I have acquired relevant work experience and field knowledge over many years, and I am confident this position will offer me an opportunity to advance my career while contributing meaningfully to the institution.

With over twelve (12) years of experience in administrative positions, I possess a solid understanding of administrative procedures, policies, and regulations. I have deep skills in procurement processes, supply, and property management systems. My expertise in this field has enabled me to improve efficiency and enhance customer satisfaction.

As you can see from the enclosed resume, I am adept at executing various tasks 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 to increase efficiency in the acquisition, utilization, and disposal of properties and equipment. On top of that, I am now assigned to prepare the Inspection and Acceptance Report (IAR) for Alternative Method of procurement, designated to prepare Property Transfer Report (PTR) and transfer all PPE's being transfer to other accountable officer in their summary folder, prepares Internal Clearances to all faculty and staff whether for retirement, resignation, study leave and other form of leave that needs clearances from SPM office, I was also assigned as one of the team

leaders for inventory management, conducting detailed physical inventories for all PPE's and semi-expendable items in different department/offices/centers in the university. I was assigned as the overall unit leader in the processing unit of the SPM. I was also part of the disposal team at the university as the disposal secretary to assist the disposal committee in all the processes in disposing of all unserviceable properties of the university under relevant laws in disposing of government properties. I am also an affiliate member of the Culture and Arts Center (CAC) as a Property Custodian.

I was formerly assigned to prepare the Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS) for more than 9 years, monitoring all property accountabilities of the newly acquired property and equipment, and maintaining and updating the Property Card. I am a former part of the BAC Secretariat, assigned to prepare and print of Purchase Order (PO) of all awarded public bidding, and with other experience in all duties related to BAC. Eventually, I already have a wide experience in all the BAC processes. Lastly, I have wide experience in ISO related work, because I have over 5 years' experience as Deputy Document and Records Controller (DDRC), who maintains record filing, prepares and submits various ISO requirement documents, and keeps records for easy retrieval of important documents in the office. I am fully aware of the roles and responsibilities as a document controller, which gives 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 here in my institution, as well as my passion for the work being done, make me an ideal fit for the position.

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