

MARIA LYN L. TANQUEZON

Purok Sambag, Mantahan, Maasin City, Southern Leyte
Email: ma.lyntanquezon@gmail.com | Mobile: 09171145172

Career Objective

To obtain the position of Administrative Officer V – Management and Audit Analyst III, where I can apply my expertise in procurement, project management, and administrative operations to contribute to the efficient and transparent delivery of public service.

Professional Experience

- Project Development Officer I – DepEd Maasin City Division
 - Feb 2022 – Present
 - Leads youth formation programs and procurement coordination under SEF; prepares project proposals and activity reports.
- Administrative Aide (Procurement) – Southern Leyte State University – Hinunangan Campus
 - Sept 2021 – Feb 2022
 - Provided administrative and procurement support ensuring compliance with government policies and documentation standards.
- Acting Administrative Officer V / Economist III – National Food Authority – Leyte Branch
 - Jan 2021 – Mar 2021
 - Supervised administrative and procurement operations; managed documentation and compliance reports.
- Economist III / Supply Officer II / Accounts Analyst – National Food Authority – Southern Leyte
 - 2012 – 2020
 - Handled procurement planning, bidding documentation, and logistics management; served as BAC Secretariat member.

Educational Background

- Professional Teacher (Secondary), IQRA Development Academy (2023-2024)
- Master in Business Management, Mandaue City College (2012 – 2013)
- BS in Accountancy, University of Cebu (2000 – 2004)
- Cristo Rey Regional High School, Salutatorian (1996 – 2000)
- Ma. Asuncion Elementary School, Valedictorian (1991 – 1996)

Skills and Competencies


- Procurement planning and documentation
- Project management and coordination
- Records and inventory management
- Government transaction compliance
- Communication and report writing

Eligibility

Civil Service Professional – Rating: 81.35 (March 9, 2008)

References

1. SDS Genis S. Murallos – 09178781281
2. Ms. Madonna Grace D. Jacobe – 09606629977
3. Liezel C. Jurban – 09509988280


MARIA LYNN L. TANQUEZON
Applicant
Date: October 29, 2025