

20 July 2023

**Dr. Daniel Leslie S. Tan**

Chairman, Non-Academic Personnel Board  
Visayas State University  
Visca, Baybay City, Leyte

Through: **Ms. Alicia M. Flores**  
Head, Supply and Property Office

Dear **Dr. Tan**;

Greetings!


I am writing to express my sincere intention to apply for the Administrative Officer I position at the Supply and Property Office.

I have been working in the Visayas State University since 2006 as Job Order worker and got promoted as regular employee in 2013. Currently, I am connected at the Office of the Dean-College of Engineering and Technology (CET) as Administrative Aide VI. As administrative clerk of the college, it is my duties and responsibilities to prepare administrative documents such as memoranda, annual reports, outgoing communications, CET OPCR-IPCR, PPMP and PRs, financial documents, among others. Furthermore, I am also the chairman of the College Documents and Records Controller Committee which is responsible for the implementation of document controlling and other related activities for the implementation of ISO 9001:2015. With these, I am confident that I have the experience in the administrative work.

I am applying for the position as Supply Officer because I want to try new tasks and experiences that could help me grow as a government employee. If given the chance, I am willing to undergo coaching, trainings, and seminars to learn the supply and property processes. Also, you can be assured of my dedication, flexibility, commitment, and willingness in the work I am assigned to.

Thank you for your time and consideration. God bless you!

Respectfully yours,



**MICHELLE A. BORLEO**  
Applicant