

LETTER OF INTENT

Prof. Prose Ivy Guasa Yepes, EdD
President
Visayas State University
Baybay Leyte

Ma'am:

I respectfully submit this Letter of Intent to apply for the position of Administrative Officer V – Management and Audit Analyst III.

With over a decade of progressive experience in administrative, financial, and procurement functions in both the education and government sectors, I believe my professional background has equipped me with the competencies and work ethic essential for the position.

I am currently serving as Project Development Officer I at the Department of Education – Maasin City Division (February 2022 to present), where I handle planning, coordination, and implementation of division programs and projects. This role has further honed my analytical, documentation, and organizational skills.

At present, as the Special Education Fund (SEF) Coordinator and Division Youth Formation Coordinator, I continue to integrate procurement planning, documentation, and compliance within my duties, ensuring alignment with government financial and operational regulations.

I am confident that my extensive experience, coupled with my commitment to integrity and service excellence, will allow me to contribute meaningfully to the goals and operations of the Schools Division Office. I sincerely hope to be given the opportunity to serve in this capacity.

Thank you for your consideration.

Sincerely yours,


MARIA LYN L. TANQUEZON