

April 1, 2024

DR. PROSE IVY G. YEPES

President

Visayas State University (VSU)

ViSCA, Baybay City, Leyte

Through:

DR. EDGARDO E. TULIN

Chairman, Non-Academic Personnel Board

Vice President for Administration and Finance

Visayas State University (VSU)

ViSCA, Baybay City, Leyte

Dear **Dr. Yepes**,

Greetings!

I'm submitting this resume in response to the Civil Service and VSU websites' job postings for the Administrative Officer I (Supply Officer I) position at the Procurement Office. I gathered a broad range of expertise, talents, and abilities in administrative work throughout my eleven (11) long years as an administrative clerk at the Supply and Property Office as well as in the procurement office. I'm thrilled to apply for this wonderful position because it aligns with my goals and will allow me to make the most of my special skills.

I have consistently shown myself to be a very dependable, effective, efficient, and professional staff member in my position as an administrative staff at the Supply and Property Office. I have always put a strong emphasis on accepting accountability assigned to me by my immediate head for effectively handling and overseeing every aspect of work given my responsibilities to take charge of a team of thirteen (13) in a demanding but moderately large workplace. I work well under pressure and am skilled at working promptly while maintaining a polite and cheerful attitude.

The Procurement Office, would benefit from my superior skills in the following areas:

- Proficiency and knowledge of using SPPMIS systems/database that are needed to create a well-run and modern government procurement processes;
- Thorough knowledge of Procurement Law 9184 and its implementing rules and regulations;
- Expert in using and running PhilGEPS application for posting, advertising of bidding opportunities, including Bidding Documents, and Notices of Awards;

- Organizing and making all necessary arrangements for BAC meetings and conferences;
- The preparation and printing of Purchase Orders for successful bidders;
- Keeping data and documents pertaining to the procurement processes;
- Assisting in managing the procurement processes;
- Monitoring up on all procurement milestones and actions to ensure sufficient documentation to the appropriate entities as needed.
- And preparation of payments to the awarded suppliers.

Additionally, I am assigned as a Deputy Document and Records Controller (dDRC) in my department. I am aware of the roles and responsibilities as a document controller and giving me relevant hands-on experience with the day-to-day ISO operations. My resume goes into further detail about my skills and the abilities required to ensure that everyday administrative duties are carried out effectively in order to maintain the effectiveness of all departmental activities. My objective is to use these abilities to support and be a part of this beautiful and outstanding institution.

Thank you for considering my application. I would be thrilled to discuss my qualifications further and explore how I can contribute to the continued success of our university.

God Bless and more power!

Respectfully yours,



Doreen B. Alba
Applicant