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MOISES NEIL V. SERIÑO
Vice President for Administration and Finance
NAPB Chairman

Dear Sir Seriño,

I am writing to express my interest in the Administrative Officer V position (Job Code: GDWSPL), as listed on the VSU HRIS portal.

I serve in the SPPMO before it was split-up from 2016-2020 and Procurement Office from 2021-2022 as Admin. Aide III and Admin. Aide IV. My core responsibilities included preparing vouchers across various fund sources and procurement methods, as well as handling related financial document payments such as performance bonds, mobilization securities, and warranty guarantees.

This hands-on experience aligns closely with the requirements for AO-V (Budget Officer III), which include a bachelor's degree, at least 2 years of relevant experience, and skills.

Key strengths I offer:


- Direct involvement in multiple phases of government procurement and payment processes.
- Undergone training of RA 9184 and also one of the topics of the other trainings that I attended includes the New Government Procurement Law which is RA 12009.
- Strong record of producing compliant reports and vouchers, often under tight deadlines.

I have attached my resume, which further outlines my qualifications, trainings, and relevant government eligibility, as well as documentation of my procurement experience which can be relevant to property transactions.

I would welcome the opportunity to learn more about this position and discuss how my background can contribute to your office's goals and operational efficiency.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,


ERLY S. ESGUERRA