



May 19, 2022

Dr. Edgardo E. Tulin
Visayas State University
Visca, Baybay City, Leyte

Through: **Dr. Daniel Leslie S. Tan**
Chairman NAPB / VP Admin & finance

Dear Sir,

I am writing to apply for the School Credit Evaluator position as advertised.

I am currently employed as an Administrative Aide VI at the Office of the University Registrar Office and had more sixteen years of experience working in office administration. In my present role I enjoy the dynamic environment of the tertiary education setting and have an excellent understanding of the processes and procedures that operate in an academic environment. I am also aware of the manner in which staff can contribute positively to the academic community.

I have had extensive experience in providing administrative support to senior academics and staffs, answering email enquiries, collecting and analyzing student information and producing reports. I was a medical transcription trainer for two years program the university offered. I am also a graduating MS student of our university.

One of my strengths is my ability to multi-task and carry out the diverse range of responsibilities attributed to administrative staff in a timely and effective manner. I have demonstrated that I am keen to take initiative and work collaboratively with other staff to make office processes as efficient as possible. I possess advanced skills in using Microsoft Office programs, am passionate about building relationships with colleagues and stakeholders, and I put people at ease with my friendly and professional manner.

I do hope that the administration will consider my intention mentioned. Perhaps Ms. Marwen A. Castañeda can give a kind reference on my behalf.

I hope to hear favorably from you on this matter.

Yours sincerely,


Joan Rosemarie A. Banzon