

MELVIN TAN PACAMPARA
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June 15, 2025

Honey Sofia V. Colis
Director, Human Resource Management and Development (HRMD)
Visayas State University
Baybay City, Leyte

Subject: Application for School Credits Evaluation Position (SCE-1-1998)

Dear Director Colis,

I am excited to apply for the School Credits Evaluation position (Plantilla Item No. SCE-1-1998) at Visayas State University. With my Bachelor's degree in Computer Engineering from Northwest Samar State University and experience in document management, ICT utilization, and administrative support, I am confident in my ability to ensure accurate and efficient evaluation of academic credits while upholding VSU's standards of service excellence.

As a Part-Time Faculty Member at STI Calbayog for one year, I honed my skills in records management, report preparation, and process improvement; key competencies listed for this role. My tenure as an IT Support Intern at TÜV Rheinland further strengthened my attention to detail in handling documents, troubleshooting systems, and ensuring smooth office operations. Additionally, my work as a Digital Artist at PADES Printing required meticulous adherence to project specifications, mirroring the need for accuracy in clerical tasks.

Relevant Skills:

Documents and Record Management: Proven ability in handling technical and academic records during my tenure as Part-Time Faculty at STI Calbayog and IT Support Intern at TÜV Rheinland.

ICT Proficiency: Advanced skills in programming (Java, C#, Python) and software tools, ensuring seamless digital record-keeping and process automation.

Monitoring & Evaluation: Experience in assessing student performance and project outcomes, aligning with the role's functional competencies.

Communication & Facilitation: Demonstrated through teaching, client collaborations at PADES Printing, and cross-functional teamwork.

I believe I am a strong fit because the position's emphasis on integrity, critical thinking, and gender-responsive management resonates with my professional values. My academic background and hands-on experience in systematic documentation and problem-solving equip me to contribute effectively to your team.

I have attached the required documents as instructed, the fully accomplished Personal Data Sheet (PDS), Certificate of Eligibility, Transcript of Records, Certificate of Employment and Experience (where applicable), and Photocopies of training certificates and awards.

I would welcome the opportunity to discuss how my technical and administrative skills align with your needs. Thank you for your time and consideration.

Sincerely,

MELVIN TAN PACAMPARA