

**MARIA FATIMA E. CHAVEZ**

Brgy. Marcos, Baybay City,

Leyte [mfestrosas@vsu.edu.ph](mailto:mfestrosas@vsu.edu.ph)

0968 690 7197

June 19, 2025

**RAYMUND M. IGCASAMA**

University Registrar

Visayas State University

Visca Baybay City, Leyte

Dear **Mr. Igcasama**,

I am writing to formally express my intention to apply for the position of **School Credits Evaluator**, as advertised on the VSU HRMIS system. I am currently employed at Visayas State University as an Administrative Assistant II in the Alumni and Community Relations Office (ACRO). I am seeking new opportunities to grow both personally and professionally by applying for a higher position aligned with my qualifications and expertise.

I hold a Master's Degree in Agricultural Extension and a Bachelor's Degree in Development Communication. My academic foundation, coupled with over eight years of government service as an administrative staff, has equipped me with a strong background in evaluation and documentation.

I have previously worked at the VSU Extension Office, primarily focusing on the monitoring and evaluation of the university's extension projects. This includes pre-screening of project proposals based on set standards and evaluating project accomplishments for awards. This experience has sharpened my skills in evaluating documents, verifying details, and preparing accurate reports, which I believe are also crucial in evaluating students' academic credentials.

Presently, in my role at ACRO, one of my responsibilities is to screen and validate requirements of alumni scholarship applicants. This task requires a high level of accuracy, attention to detail, and fairness. These same competencies are essential in evaluating transfer students' previous coursework and determining which credits may be honored by the university.

With my academic background, diverse skill set, and extensive experience, I am confident that I am a strong candidate for this position. I am eager to contribute meaningfully to your office and help further advance its initiatives.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can be of service to your office. Please feel free to contact me at your convenience using the details provided above.

Sincerely,



**MARIA FATIMA E. CHAVEZ**

Applicant