



VISAYAS
STATE UNIVERSITY



**UNIVERSITY
REGISTRAR**

October 31, 2024

Dr. Prose Ivy G. Yepes
University President
Visayas State University
Visca, Baybay City, Leyte

Through: **Dr. Elwin Jay V. Yu**
Chairman NAPB / VP Admin & Finance

Dear Ma'am,

I am writing to express my interest in the Administrative Officer III position as advertised. With a background in records management and administrative support, I am confident in my ability to contribute in your team by ensuring the efficient organization, storage, and retrieval of critical information in alignment with your operational goals.

I am currently employed as School Credits Evaluator at the Office of the University Registrar Office. As a school credits evaluator, I am responsible in evaluating and verifying student academic records, including transcripts, credit transfer, program requirements, and graduation. I had almost nineteen 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 am skilled in maintaining accuracy, confidentiality, and efficiency while handling sensitive data. In addition, I attended various records management seminars and trainings and have a thorough understanding of best practices in data preservation, archival, and access controls.

I was a medical transcription trainer for two years, a program the university offered. And just recently, I graduated Master of Management here in our university.

I am confident that my dedication to meticulous recordkeeping, together with my strong organizational skills, would make me a valuable asset to your team. I am excited about the opportunity to contribute to the success of the office.

Thank you for considering my application. I am available at your convenience for an interview and can be reached at 565-0600 local 1138 or jbanzon@vsu.edu.ph.

Yours sincerely,

Joan Rosemarie A. Banzon

UNIVERSITY REGISTRAR

Visayas State University, PQWW+RM Baybay City, Leyte
Email: registrar@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1010



Management
System
ISO 9001:2015
www.tuv.com
ID 210005749



PAGE 1 OF 1
FM-VSU-03
V2 05-09-2023
No. **24-3130**