

13 June 2025

**RAYMUND M. IGCASAMA**

University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Mr. Igcasama**,

I am writing to express my sincere interest in the position of *School Credits Evaluator* at the Office of the University Registrar. With a strong background in administrative work and academic support services, I am confident in my ability to contribute to the efficiency and integrity of your office's operations.

Currently, I serve as the Administrative Assistant to the Vice President for Research, Extension, and Innovation at Visayas State University. While I take pride in the responsibilities I hold, this is a co-terminous role. I am therefore seeking a more stable and long-term opportunity where I can continue growing professionally.

From 2016 to 2022, I worked at the City Mayor's Office in Baybay as Administrative Aide IV. My tasks included preparing official correspondence and speeches, managing the LGU-Baybay Medicine Scholarship Program, and providing frontline and back-end administrative support. I was also detailed at the Sangguniang Panlungsod Office, where I served as secretary during committee meetings and assisted City Councilors in documenting their legislative work.

Prior to joining LGU-Baybay, I was involved in several project-based and teaching roles at VSU from 2003 to 2016. These included serving as a part-time Instructor, Process Documenter for a USAID- and FPE-funded project, and Science Research Assistant at Eco-FARMI. These roles strengthened my skills in documentation, records management, coordination with internal and external stakeholders, and academic support functions.

I am eager to apply my experience and work ethic to support the academic records system and services of the University Registrar's Office. I am willing to take any examination or interview as needed and can be reached at 09309491145 or [anna.borneo@vsu.edu.ph](mailto:anna.borneo@vsu.edu.ph).

Thank you for considering my application. I look forward to the opportunity to serve and contribute to the University Registrar's Office.

Respectfully yours,



**Anna Patrice S. Borneo**  
Applicant