

June 19, 2025

**DR. PROSE IVY G. YEPES**

University President  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Yepes**:

Greetings of peace and respect!

I am writing to express my interest in the position of **School Credits Evaluator (Plantilla item no. SCE-1-1998)** under the Office of the University Registrar at Visayas State University.

I am a graduate of **Bachelor of Science in Business Administration major in Human Resource Management, Cum Laude**, from **Southern Leyte State University – Tomas Oppus Campus**, Class of 2022. I am currently pursuing a **Master of Public Administration** at the **University of Perpetual Help System Dalta – Las Piñas Campus** as part of my continued professional development.

My application is rooted in my practical experience with **registrar-related functions**. During my experience in the **University Registrar's Office** at Southern Leyte State University, I was involved in pre-evaluating student academic records, processing requests for Transcript of Records (TOR), Certificates of Enrollment and Graduation, and handling other student record transactions within the department I was assigned to. These experiences gave me a strong understanding of academic policies, document accuracy, and proper records management—skills that are integral to the position I am applying for.

At present, I serve as **Administrative Assistant II (Human Resource Management Assistant)** at Southern Leyte State University – Sogod Campus. My responsibilities include managing leave administration, where I ensure the timely and accurate computation of leave credits, updating of balances, and preparation of reports. I also assist in the processing of terminal leave benefits for retiring employees, ensuring compliance with Civil Service rules and proper documentation. Assisting in recruitment and selection processes, and supporting learning and development programs. I also serve as Secretariat of the Scholarship Development Committee, where I regularly take minutes of meetings, draft resolutions, and support the documentation process for related policies. I also took lead in organizing employee recognition and incentive programs, through the university's PRAISE Awards.


Through these experiences, this allowed me to grow professionally and I've learned to be detail-oriented, process-driven, and a strong sense of service—all of which I believe are highly relevant to the role of School Credits Evaluator.

I am seeking this opportunity not only as a career move but as a chance to return to an area of work, I genuinely find fulfilling. I believe that my academic background, administrative experience and skills can contribute meaningfully to the objectives of the Office of the University Registrar at VSU.

Attached are my application documents for your kind review. Should there be any additional requirements, I am more than willing to comply.

Thank you very much for your time and consideration. I look forward to the opportunity to be of service under your respected leadership.

Sincerely,

  
**DANIELLE V. ASALDO**  
Applicant