

June 6, 2025

**MR. RAYMUND M. IGCASAMA**

University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Mr. Igcasama**,

I am interested in applying for the **School Credits Evaluator** position at the Registrar's Office, as posted in the VSU HRIS. My name is Norbert John O. Villas. I hold a Bachelor of Science in Agribusiness (2014) and a Master of Management in Business Management (2022), and I am eager to apply, explore, and become part of your office.

Currently, I work as an Education Research Assistant at the Office of the Vice President for Student Affairs and Services and serve as the Student Internship Program Coordinator at Visayas State University under the leadership of Dr. Aleli A. Villocino. This role has honed my administrative skills, enabling me to successfully manage various administrative tasks and consistently ensure the accuracy of reports.

My educational background and work experience make me a good fit for the School Credit Evaluator position, which will help deliver the objectives of your office. With this, I am ready to contribute my skills and knowledge to support the services of the University Registrar.

I am excited about possibly discussing my application with you in the future. I am deeply interested in the School Credits Evaluator position and would be honored to be considered.

Sincerely,



**NORBERT JOHN O. VILLAS**  
APT 49-A KILBOURNE ST, VSU  
BAYBAY CITY, LEYTE, 6521  
villasnorbert@gmail.com  
+639206680310