

April 6, 2021

**DR. EDGARDO E. TULIN**  
University President  
Visayas State University (VSU)  
ViSCA, Baybay City, Leyte

Thru: **DIR. HONEY SOFIA V. COLIS**  
OIC HRMO  
OIC Director, ODHRM  
Visayas State University (VSU)  
ViSCA, Baybay City, Leyte

and

**The Members of the Human Resource Merit Promotion and Selection Board (HRMPSB)**  
Visayas State University (VSU)  
ViSCA, Baybay City, Leyte

Dear **President Tulin**:

Greetings of Peace and every blessings in this Easter Season!

I humbly present myself with honor, prestige and dignity to serve at VSU, thus, I wish to apply as a **Registrar II** (Item No. R2-1-2001).

I am connected at the Local Government Unit of Biliran, Biliran as an Administrative Officer-IV and is currently designated as the Assistant Municipal Treasurer. I humbly take into account that I can be part and of great help in your organization and be a good asset of VSU.

For your perusal, enclosed herewith are my resume and other pertinent credentials.

I look forward at hearing from you at your most convenient and anticipating your kind and favorable consideration to work hand-in-hand with you in achieving the vision, mission, goals and objectives of VSU. You can reach me at these mobile numbers, TnT-09304964885 and/or TM-09358184088.

Again, I am wishing you a blessed Easter Season and a progressive, productive & a greater University.

Thank you, more power and God bless!

Very respectfully yours,

  
**HENRY T. REGANON, MM**  
Applicant