

28 May, 2024

HONEY SOFIA V. COLIS

Administrative Officer V
Visayas State University
ViSCA, Baybay City, Leyte

Dear **Director Colis**:

I am writing to express my intent in the University Registrar (R4-1-2001) position at Visayas State University, as publicized. With a strong background in the academe and administration, a commitment to student success, and a proven track record of effective leadership, I am confident in my ability to contribute to the continued success and growth of Visayas State University.

I hold a Master of Science in Environmental Studies (Industrial Ecology) degree from the University of the Philippines Cebu, and I bring at least 3 years of experience in the Registrar's Office of VSU Tolosa as Campus Registrar, apart from my 8-year stint as Faculty Member of the Department of Teacher Education. My most recent positions as Campus Registrar and Head of the Media and Information Systems and Technology have equipped me with a comprehensive understanding of the diverse responsibilities associated with the Registrar's role. I have successfully overseen the implementation of efficient registration processes, managed student records, and ensured compliance with academic policies and regulations.


I am particularly impressed with Visayas State University's commitment to academic excellence, innovation, and fostering a supportive learning environment. My experience aligns well with your university's goals, and I am eager to contribute my skills and expertise to further enhance the quality of education and services provided.

I am excited about the opportunity to contribute to Visayas State University's continued success and to play a key role in advancing its mission. I am confident that my skills and dedication make me an ideal candidate for the University Registrar position.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of Visayas State University in greater detail.

Should I be given a chance, I would be greatly honored to submit to an interview at your convenient time.

Very respectfully yours,


FRANK BRITZ V. CADAVIS
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