

May 29, 2024

HONEY SOFIA V. COLIS
Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ms. Colis:

I am writing to express my strong interest in the Registrar IV position at Visayas State University as advertised in the VSU HRIS page. With a master's degree, more than ten years of teaching experience, extensive experience as the Head of the Admissions Office and NSTP-CWTS Coordinator, and my ongoing pursuit of a Doctor of Education degree with a major in Educational Leadership, I am confident in my ability to contribute significantly to the institution's continued success.

During my tenure as Head of the Admissions Office and CWTS Coordinator at VSU, I have gained valuable experience in managing student records, ensuring compliance with relevant policies and regulations, and collaborating with various university colleges and departments to streamline admission processes. This role has not only allowed me to develop a deep understanding of the importance of accurate and efficient record-keeping but has also given me insights into the vital role the Registrar's Office plays in supporting the academic mission of the university.

My teaching experience have equipped me with a strong foundation in educational practices, curriculum development, and student engagement. This background has provided me with a unique perspective on the importance of student records in supporting both faculty and students in achieving their educational goals.

Furthermore, my current pursuit of a Doctor of Education degree in Educational Leadership demonstrates my commitment to ongoing professional development and my dedication to contributing to the field of education. This program has provided me with the latest insights into educational leadership, administration, and the evolving landscape of higher education.

Enclosed with this letter is my resume, which provides further details about my qualifications and accomplishments. Thank you for considering my application. I look forward to the possibility of contributing to the success and growth of VSU as a Registrar IV. Please feel free to contact me at +63 998 5663919 or raymund.igcasama@vsu.edu.ph to schedule an interview at your earliest convenience.

Sincerely,



RAYMUND M. IGCASAMA
Applicant