

HOMER LOIS P. NAPOLES

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OBJECTIVE:

"Dedicated and accomplished Registrar II who is actively performing as Assistant Registrar. Seeking advancement to a higher registrar position to contribute extensive experience, organizational skills, and commitment to excellence aligned to the mission and vision of the institution."

PROFESSIONAL EXPERIENCE:

Registrar II (Assistant Registrar) | Visayas State University, Visca, Baybay City, Leyte

January 2023 – Present

- Assist the University Registrar in accomplishing tasks
- Assist in the supervising of unit heads and associates
- Maintain accurate and up-to-date records of students
- Oversee, supervise, and assist in the enrollment
- Evaluate transfer credentials
- Prepare and issue student credentials and other academic documents
- Supervise and assist in the preparation of the class and exam scheduling, and academic calendar
- Coordinate with academic departments regarding schedules, room utilization, student evaluation, and other concerns
- Implement and enforce institutional policies
- Collaborate with academic advisers to guide student's matters
- Ensuring the accuracy and integrity of student information
- Supervise in generating and submitting reports and statistical data
- Staying informed about and ensuring compliance with government regulations and accrediting agency standards
- Serves as point of contact for students, faculty, and staff regarding academic matters
- Conduct mentoring sessions for associates
- Conduct student orientation
- Manage archiving and retention of student records
- Submit a list of graduates and Latin honors for endorsement
- Signs document during Officer-In-Charge
- Perform other tasks assigned by the University Registrar
- Perform other tasks designated by the University

Registrar II | Visayas State University, Visca, Baybay City, Leyte

March 2022 – December 2022

- Maintain accurate and up-to-date records of students

- Oversee, supervise, and assist in the enrollment
- Evaluate transfer credentials
- Prepare and issue student credentials and other academic documents
- Assist in the preparation of the class and exam scheduling, and academic calendar
- Coordinate with academic departments regarding schedules, room utilization, student evaluation, and other concerns
- Implement and enforce institutional policies
- Collaborate with academic advisers to guide student's matters
- Ensuring the accuracy and integrity of student information
- Supervise in generating and submitting reports and statistical data
- Staying informed about and ensuring compliance with government regulations and accrediting agency standards
- Serves as point of contact for students, faculty, and staff regarding academic matters
- Conduct student orientation
- Manage archiving and retention of student records
- Submit a list of graduates and Latin honors for endorsement
- Signs document during Officer-In-Charge
- Perform other tasks assigned by the University Registrar
- Perform other tasks designated by the University

School Credits Evaluator | Visayas State University, Visca, Baybay City, Leyte

March 2019 – March 2022

- Maintain accurate and up-to-date records of students
- Assist in the enrollment
- Evaluate transfer credentials
- Prepare and issue student credentials and other academic documents
- Coordinate with academic departments regarding schedules, room utilization, student evaluation, and other concerns
- Implement and enforce institutional policies
- Collaborate with academic advisers to provide guidance to student's matters
- Ensuring the accuracy and integrity of student information
- Generate and submit reports and statistical data
- Staying informed about and ensuring compliance with government regulations and accrediting agency standards
- Serves as point of contact for students, faculty, and staff regarding academic matters
- Manage archiving and retention of student records
- Prepare a list of graduates and Latin honors for evaluation
- Perform other tasks assigned by the University Registrar
- Perform other tasks designated by the University

Administrative Aide III

June 2015 – February 2019 | **Visayas State University, Visca, Baybay City, Leyte**

- Prepare all financial and personnel documents (e.g. Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
- Maintain cleanliness and orderliness of the office and reception area.
- Prepare faculty report of projected workload, actual teaching load, individual faculty workload, and classroom utilization.

- Coordinate office and administrative activities particularly storing, retrieving, and integrating information.
- Disseminate department meetings and seminars.
- Receive and relay IP messages and telephone calls for faculty and staff.
- Performs messenger work.
- Maintain and record the filing system of the office.
- Facilitate the faculty members in printing of grades sheets.
- Perform other functions as assigned by the department head.
- Perform the functions of the deputy Document and Records Controller (dDRC) within the unit assigned

EDUCATION:

Master of Public Administration

The College of Maasin, Maasin City, Southern Leyte | (Conducting Case Study)

Bachelor of Science in Computer Science

Visayas State University, Visca, Baybay City, Leyte | 2018

SKILLS:

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|---------------------------------------|---|
| • Student Evaluation | • Office Mentoring |
| • Risk Management | • Google Apps |
| • Student Records Verification | • Microsoft Office Tools |
| • Data Entry and Management | • Image Editing and Processing |
| • Student Records Management | • Scheduling and Coordination |
| • Customer Service | • Written and Oral Communication Skills |
| • Compliance and Regulatory Knowledge | • Critical Thinking |
| • Attention to Detail | • Programming |
| • Cybersecurity | • Versatile |
| • Innovator | • Team Collaborator |
| • Team Management | |

PROFESSIONAL MEMBERSHIPS:

- Member, National Association of Registrars of State Universities and Colleges (NARSUC)
- Member, Visayas State University Administrative Personnel Association
- Member, Visayas State University Credit Cooperative

REFERENCES:

- Available upon request.