

MICHAEL O. CABUG-OS

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DR. DANIEL LESLIE TAN

OIC President

Visayas State University

Baybay City

Thru: **MS. HONEY SOFIA COLIS**

HRMO Director

Dear Dr. Tan:

I have been recently informed of your exciting opportunity in this University.

This letter is to express my interest in applying for the position of a Registrar IV. I have worked in this capacity for fifteen years, and have the skills and qualifications that you require in your advertisement. My experience aligns well with the qualifications you are seeking.

With fifteen years' experience as a staff and administrative officer in the Registrar's Office at Northwest Samar State University, Calbayog City, I am adept in the preparation of Official Transcript of Records, evaluation of grades and students' individual records, issuance of various certifications and diplomas, preparation of list of graduates, dropouts, transferees, enrollment and other reports, preparation of individual and office performance commitments and reviews, and online transaction available in our University Information System (UIS).

I have been rated by my former immediate supervisor (our Registrar III) a consistent outstanding performance in three consecutive rating periods. I was also awarded a Best Employee Award in 2020 in our University.

Moreover, my work experience has afforded me some well-rounded skills, including first-rate problem-solving and analytical thinking skills. If given a chance, I would put my knowledge and work experience to best use. I can be available for an interview any time at your convenience. I look forward to hear any advice from you.

Sincerely,



MICHAEL O. CABUG-OS

Applicant