

Application Letter

May 31, 2024

Ms. Miriam M. de la Torre

OIC-Registrar

Visayas State University, Baybay City,

Dear **Madame**,

Warm greetings!

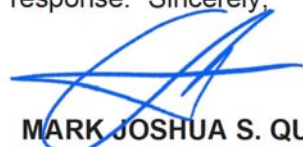
I am Mark Joshua Quevedo, and I have read about a job vacancy for a **Registrar IV** position posted in the Visayas State University website. I have graduated with a BS Computer Science degree in Visayas State University and finished 18 units of Master of Science in Information Technology in the University of San Carlos before taking up and graduating Mater of Science Agronomy in Visayas State University in the year 2018.

I have worked as an Editorial Assistant for the peer-reviewed International Journal of the Visayas State University; Annals of Tropical Research for three years from 2013- 2016 under Dr. Victor B. Asio and as an IT Specialist and Editorial Assistant in the Graduate School in Visayas State University for more than two years, helping facilitate the online enrollment for the graduate students, Science and Humanities Journal and Graduate School website development and maintenance. Currently, I am the Education Program Specialist II (EPS II) of the Graduate School and in-charge of the facilitating for the approval of the CHED Certificate of Program Compliance (COPC) for graduate degree programs. All in all, I have been with the Graduate School for 4 years under the supervision of Dr. Anabella B. Tulin and Dr. Catherine C. Arradaza. I am also a civil service eligibility passer (professional level) which I took last 2014.

I would be grateful if you would add my name to your pool of potential job candidates in your esteemed office. I have attached here in my letter my credentials for possible evaluation for the said job vacancy. Please kindly let me know if I can provide you with any further information. You can reach me through my cellphone number at 09464729894 or my official email address at mark.quevedo@vsu.edu.ph.

Thank you for your time and consideration, and forthcoming

response. Sincerely,



MARK JOSHUA S. QUEVEDO

Applicant