

September 21, 2023

DR. EDGARDO E. TULIN

University President IV
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
VP for Administration and Finance and
Chairman, Non-Academic Personnel Board
Visayas State University

Dear Dr. Tulin:

I have read from the Job Vacancy portal of the VSU-HRIS that the Visayas State University Main Campus is in need of a Registrar IV. I am expressing my sincerest desire through this application for the said position.

My loyalty to this institution is manifested by my 34 years of faithful service to VSU as I carry my job in addressing the needs of the clients and other stakeholders of the University as Administrative Officer V for 15 years, not to mention the other positions I occupied for 19 years. I could relate much to the University Registrar IV position as my job for three years at the Online Programs Office is aligned with the admission and registration of new students in the MAgDev program. My deployment to my present workplace, the Admissions Office, enhances more my knowledge in the admission of incoming new and transferee students of the University, thus giving me the confidence that I could carry and deliver the outputs expected from me once accepted to the position that I am applying for. Moreover, the significant years of experiences, coupled with my educational advancement as a Master's degree holder and presently as a PhD Candidate both in Development Communication from the University of the Philippines Los Baños, molded me professionally of what I am today and prepared me to face the challenges that lie ahead.

Upholding the name of VSU in my pursuit of graduate education in UPLB, by God's grace, I was accorded by the UPLB College of Public Affairs and Development the Academic High Achiever Award for earning a Grade Weighted Average (GWA) of 1.08 in my cognate subjects. Moreover, the Philippine Alpha Chapter located at the University of the Philippines Diliman awarded me the "Pi Gamma Mu" International Honor Society in Social Sciences because of my achievement in all my core and cognate subjects with a GWA of 1.24. This award is only given to those who earned a GWA of 1.25-1.0 in all subjects with no grade of 2.0.

I am willing to share my qualifications to prove my worth in applying for the Registrar IV position at your most convenient time and place.

Sincerely yours,



JESUS FREDDY M. BALDOS
Administrative Officer V/Applicant
Cellphone Number: 09985518560