
IAN NICHOLAS O. JUGO

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El Orlando Village,
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DR. PROSE IVY G. YEPES
University President
Visayas State University
Baybay City, Leyte

THRU: MS. HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Dear Dr. Yepes,

I am writing to express my interest to fill in the vacant position of Registrar IV in your university.

For the past two decades and a half, I have been working in the academe as a full time faculty member and at the same as Humanities Area Coordinator and the Bachelor of Multimedia Arts Program Coordinator. As the immediate supervisor of the area as well as the program, I have developed and displayed the values of professionalism and integrity, among others, in discharging my duties for the good of the university. Moreover, rendering excellent service to the clientele is one of my top priorities. I have also cultivated the value of openness and adaptability in communicating and dealing with colleagues, clients and customers as well as the value of teamwork in achieving excellent results.

I would welcome the opportunity to discuss in more detail how my skills and experience align with the goals and requirements of the University Registrar and the vision-mission of the university.

Thank you for considering my application. I look forward to the possibility of joining the prestigious Visayas State University.

Sincerely yours,


IAN NICHOLAS O. JUGO