

DR. BEATRIZ S. BELONIAS

Vice President, Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Belonias,

I am writing to express my interest in the Registrar IV position, as advertised. Currently serving as a Registrar II and actively functioning as an Assistant Registrar in the same office, I am confident that my experience and commitment make me a qualified candidate for this role.

In my current capacity, I have successfully filled the role of Officer-In-Charge during the absence of the University Registrar, demonstrating my ability to manage and streamline registrar functions. I have consistently upheld the standards of accuracy, integrity, and customer service while handling various administrative tasks related to student records, enrollment processes, and academic policies.

Having reviewed the qualification standards for the Registrar IV position, I am pleased to note that my educational background, professional experience, and skill set align with the requirements outlined. I am eager to bring my expertise and passion for academic administration to contribute further to the continued success of this institution.

Thank you for considering my application. I look forward to the possibility of contributing to the success of my dear alma mater.

Sincerely,

A handwritten signature in blue ink, appearing to read 'H. P. Napoles', with a stylized flourish at the end.

HOMER LOIS P. NAPOLES

Registrar II