17 July 2023

ENGR. SEAN O. VILLAGONZALO
Head, ICTMC
Visayas State University
Baybay City, Leyte

THRU: MS. HONEY SOFIA V. COLIS
Head, of Human Resource Management Office

Dear **Engr. Villagonzalo,**

Greetings with peace!

I am writing to express my interest for the job position as Information Technology Officer I at the Visayas State University-Baybay.

I am Norman O. Villas, a 33-year-old IT professional from Baybay, Leyte. I earned my Bachelor of Science degree in Computer Science at the Visayas State University in 2011. In the same institution, I am currently working as a Computer Programmer I with a Casual status at the Information and Communications Management Center (ICTMC) for over eight (8) years now. Prior to that, I worked as a Computer Programmer (Job Order) for two (2) years at the University Registrar, which sums up to a total of 10 years of service in VSU.

I also have a private practice experience as an IT/Production Associate at Innodata Knowledge Services Inc. in 2011which earned me an award as "Best Production Associate." This stint helped me gain skills and knowledge which contributed to most of my soft skills. In my years in service at VSU, I have imparted my skills in Networking, Programming, Database Management, and Project Management for implementing Information Systems. Some of these are the following:

1. The Fiber Optics Backbone project state started in 2016 which is the catalyst that turned VSU into a Smart Ready Campus. Our connectivity dramatically boosted from 2Mbps to 100Mbps. As of writing, our Internet Connectivity has an uplink total bandwidth of 4Gigabits with the redundancy of 2 known Internet Providers and with 10Gpbs of LAN backbone. To add, our external campuses have been connected to our backbone and we are now utilizing VOIP technology which saves us long-distance calls. Our campus is also equipped with 130 CCTVs which help strengthen our security inside the campus.
2. The CumulusOne Online Student Records Management System for the University Registrar. CumulusOne also serves the teachers as it is where they encode their grades online, Student Advising Module, online generation of class roster, and synchronization of classes to HRIS schedules and manage their schedules and students. It is also the same app that generates reports specifically for our UniFAST

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PAGE 1 OF 1
FM-VSU-03
V2 05-09-2023
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submissions. It also provides the department with the capability to manage its class offering and monitors the submission of grade sheets, among others.

3. The Student Portal App where Online Enrollment for CAT passers or incoming freshmen, Online Enrollment of Continuing Students, Online Viewing of Grades, Adviser Contact, Profile Management, and Fees/Payments viewing.

4. Teachers Performance and Evaluation System where the students evaluate their teachers online and the automated generation of reports based on the student evaluation.

During the pandemic, we also devised Information Systems that can greatly help our administrators in their decision-making by developing the following: Vaccine Monitoring System, COVID-19 Case tracker API (From DOH Data), College Admissions Exam Portal integration, Class Modality Survey form, Connectivity Survey Form and Covid Vaccine tracker for HRIS.

Moreover, I am a Civil Service Professional (Level II) Eligible and an Electronic Data Specialist for Programming eligible, a special Eligibility test for IT or Programmers conducted by the Civil Service Commission and DICT.

I am also a Mikrotik Certified Routing Engineer (MTCRE), Certified User Management Engineer (MTCUME), and Certified Network Associate (MTCNA). Mikrotik is an international computer networking vendor company that issues certifications to individuals who passed their training and certification exams.

Recently, our group, the "ICT Catalyst," has been awarded as one of the CSC PAG-ASA AWARDEE which recognizes superior work performance and outstanding contributions benefiting an office, agency, community, or region.

Currently, I am in charge of the MIS Unit, handling 9 Programmers and 4 Computer Operators. My team is responsible for the development of Information Systems such as the Enrollment System, Human Resource Information System, and others. As the unit head, I am the one responsible for planning the software lifecycle, assigning tasks to the programmers and operators, and making sure that the deliverables are being met on time.

I believe that the nature of my educational background and my work experience have familiarized and prepared me for this position. I am excited about the opportunity that I can contribute more to this institution and I look forward to discussing my qualifications with you.

Very respectfully yours,

NORMAN O. VILLAS