

22 February 2022

**Ms. Honey Sofia V. Colis**  
**OIC Director, ODHRM**  
Visayas State University (VSU)  
Visca, Baybay City, Leyte

**Dear Dir. Colis:**

I am writing to express my interest of applying for the Science Research Specialist I position posted at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph). I am **Letty Jean C. Lor**, 29 years old and a resident of Brgy. Pangasugan, Baybay City, Leyte. I am a graduate of BS in Environmental Management and currently taking MS in Development Sociology in VSU.

My working experience started as a Science Research Aide (Job Order) for the Philippine Higher Education Research Network (PHERNet) program of VSU in year 2013. I was assigned to document, write and conduct qualitative analysis to all of the research projects under the program. In 2014, I was rehired by my immediate supervisor as a Science Research Assistant (Job Order) for the VSU's Gender and Development (GAD) Program and Anti-Sexual Harassment Unit (ASHU). Since 2014 to present, I assisted in mainstreaming gender to all of the core functions in the university: research, extension, instruction and administration/support services.

My very satisfactory to excellent work performances got me promoted to a Casual position in 2018 and to a Regular position in 2021. Currently, I am appointed as the Administrative Aide III (Clerk) of the Gender Resource Center. I also serve as the Deputy Document and Records Controller (dDRC) of the office and member of the Pool of Secretaries of the VSU Office of the President (OP) where I serve as secretary to various committees such as the Grievance Committee, GAD Committee, ASH Committee and special committees constituted to investigate Administrative Cases and complaints as required by OP, Civil Service Commission and Board of Regents.

I believe that my well-rounded experiences that cut across the different functions in the university despite being a Clerk in job title and as a passer of the Career Service Examination Pen and Paper Test – Professional Level, makes me qualified for the position. Further, my skills in planning and budgeting, writing, data management, training management and on gender analysis, can contribute to the attainment of the office's and university's goals and objectives in delivering quality service.

Experience has taught me how to build strong professional relationships with all people/offices I worked with. I also believe that I have the ability to work within a team as well as cross-team. I am also very much willing to learn and adapt to any environment where I may be assigned.

I look forward to hearing back from you regarding this application opportunity. You can reach me anytime by this number **09173056757** or email **lettyjean.lor@vsu.edu.ph** and call me for an interview at any time of your convenience.

Thank you very much!

Very truly yours,

  
**LETTY JEAN C. LOR**  
Applicant