

14 June 2024

Atty. Rysan Guinocor

Director, Administrative Services Office
Visayas State University (VSU)

Dear Atty. Guinocor:

I am writing to express my interest in applying for the Administrative Officer III position in your office as posted online. I am **Letty Jean C. Lor**, 31 years old and a resident of Brgy. Pangasugan, Baybay City, Leyte. I am a graduate of Bachelor of Science in Environmental Management and currently a Master of Science in Development Sociology candidate in VSU. I am also a passer of the Career Service Examination Pen and Paper Test – Professional Level.

My working experience in VSU started as a Science Research Aide (Job Order) for the Philippine Higher Education Research Network (PHERNet) in 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 then, I assisted my immediate supervisor in mainstreaming gender to all of the core functions in the university: research, extension, instruction and administrative/support services.

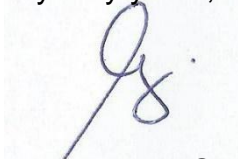
My outstanding work performances led to my promotion to a regular status as Administrative Aide IV of the Gender Resource Center in the main campus up to the present. I also served as the Deputy Document and Records Controller (dDRC) of the office and member of the Pool of Secretaries of the VSU Office of the President (OP) where I served as secretary to various committees such as the Grievance Committee, Gender Focal Point System, Anti-Sexual Harassment Committee and special committees constituted to investigate Administrative Cases and complaints as required by OP, Civil Service Commission and Board of Regents.

Moreover, I am tech-savvy and utilized digital tools to facilitate work. I maintained the university's Gender Mainstreaming and Monitoring System, an online system where GAD Plans and Budgets, Accomplishment Reports and other financial matters on GAD are submitted to be compliant to Philippine Commission on Women, Commission on Audit and Department of Budget and Management. Further, I have good communication and analytical skills especially in organizing and facilitating university activities both locally and internationally.

I believe that my well-rounded experiences that cut across the different functions in the university makes me qualified for the position. Furthermore, my skills in planning and budgeting, data management, training management, proficient oral and written skills, interpersonal skills to foster teamwork, and on gender analysis, can contribute to the attainment of the office's and university's goals and objectives in delivering quality service.

I look forward to hearing back from you regarding this application opportunity. You can reach me anytime by this number **09050940216** or email lettyjean.lor@vsu.edu.ph. Thank you very much.

Very truly yours,



LETTY JEAN C. LOR
Applicant