

12 January 2025

Dr. Lilian B. Nuñez

Head, BIDANI
Visayas State University (VSU)

Dear Dr. Nuñez:

I am writing to express my interest in applying for the Science Research Specialist I position within your office. My name is Letty Jean C. Lor, a 32-year-old resident of Brgy. Pangasugan, Baybay City, Leyte. I hold a Bachelor of Science in Environmental Management and a Master of Science in Development Sociology, both from VSU. Additionally, I have successfully passed the Career Service Examination – Professional Level.

My professional journey at VSU began in 2013, when I was hired as a Science Research Aide (Job Order) for the Philippine Higher Education Research Network (PHERNet). In this role, I was responsible for documenting, writing, and conducting qualitative analyses of the program's research projects. The following year, I was rehired as a Science Research Assistant (Job Order) for VSU's Gender and Development (GAD) Program and Anti-Sexual Harassment Unit (ASHU), where I supported my supervisor in mainstreaming gender across the university's core functions: research, extension, instruction, and administrative services.

My consistent performance led to my promotion to the position of Administrative Aide VI at the Gender Resource Center (GRC) in the main campus, where I currently serve. In addition to my administrative duties, I have also taken on the role of Deputy Document and Records Controller (dDRC) and served as a member of the Pool of Secretaries in the VSU Office of the President (OP). In this capacity, I provide secretarial support for various committees, including the Grievance Committee, Gender Focal Point System, Anti-Sexual Harassment Committee, and ad hoc committees for investigating administrative cases and complaints. Furthermore, I have gained leadership experience as the Officer-in-Charge (OIC) Head of the GRC.

I am highly proficient with digital tools and have successfully maintained the university's Gender Mainstreaming and Monitoring System—an online platform for managing GAD Plans, Budgets, Accomplishment Reports, and other financial matters related to GAD compliance with the Philippine Commission on Women, Commission on Audit, and Department of Budget and Management. Additionally, I possess strong communication and analytical skills, which have enabled me to organize and facilitate both local and international university activities.

I am confident that my broad experience across various university functions, as well as my skills in planning, budgeting, data management, training management, and gender analysis, make me a strong candidate for the Science Research Specialist I position. I am committed to contributing to the office's and university's goals and objectives in delivering quality service.

I would welcome the opportunity to discuss my application further. I can be reached at 09050940216 or via email at lettyjean.lor@vsu.edu.ph. Thank you for considering my application.

Sincerely,



LETTY JEAN C. LOR
Applicant