

13 February 2025

Atty. Karen Abegail S. Monteron

Legal Officer
Visayas State University (VSU)

Dear Atty. Monteron:

I am writing to express my interest in applying for the **Legal Assistant III** 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. I also assisted in facilitating complaints related to sexual harassment and other related offenses.

My consistent performance led to my promotion to Administrative Aide VI at the Gender Resource Center (GRC), now the Gender and Development Office at the main campus, where I currently serve. In addition to my administrative duties, I have taken on the role of Deputy Document and Records Controller (dDRC) and have 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 in 2024 and currently serve as the Head of the Anti-Sexual Harassment Unit in 2025.

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, the Commission on Audit, and the 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, along with my skills in planning, budgeting, data management, training management, and gender analysis, make me a strong candidate for this position. I am committed to contributing to the office's and university's goals of 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.

Respectfully yours,



LETTY JEAN C. LOR
Applicant