

20 January 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 Administrative Assistant II position posted at jobs.vsu.edu.ph. I am **Letty Jean C. Lor**, 30 years old and a resident of Brgy. Pangasugan, Baybay City, Leyte. I am a graduate of BS in Environmental Management and MS in Development Sociology candidate in VSU.

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

My very satisfactory to outstanding work performances led to my promotion for a Casual position in 2018 followed by my promotion to a regular position in 2021 as Administrative Aide III and to Administrative Aide IV 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, make me qualified for the position. Further, my skills in planning and budgeting, data management, training management, proficient oral and written skills 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