



20 January 2021

DR EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City, Leyte

Thru:

DR REMBERTO A. PATINDOL

VP for Admin and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

Greetings!

This has reference with the concern of our JO Security Guards whose license are not yet available according to the training center (JVO Ormoc branch) where they conducted their training course for security guard license. The following persons are the name(s) of our Security Guard (JO) who's already undergone training at the JVO training center Ormoc branch (batch 07-2019 and 09-2019) yet still waiting for the release of their security guard license (card):


1. Asilom, Joey P.
2. Castañas, Joeven G.
3. Gofredo, Romualdo III
4. Joson, Jude D.
5. Sudaria, Jorge D.
6. Veranda, Jun Vic B.

The following above mentioned security guards were considered as watchman in their last contract (July-December 2020). I already verified this concern with Ms. Honey from RSP-PRO and she suggested to submit a communication letter to your good office to address the concern of our security guards accordingly.

In this connection, I would like to request from your good office to allow re-consideration of the following security guards (JO) to renew their contracts since it is already verified at their training center that they have already undergone the training course (see the attached certifications for validation) but there's a delay in the process due to pandemic situation.

Thank you and hoping for your positive action on this request.

Truly yours,


JULIUS V. ABELA
Head, OUDRRM-VSU



Recommending Approval

REMBERTO A. PATINDOL
VP for Admin and Finance

Approved:

EDGARDO E. TULIN
President