

19 January 2021

**DR EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru:

**DR LOURDES B. CANO**  
Director, ODHRM  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

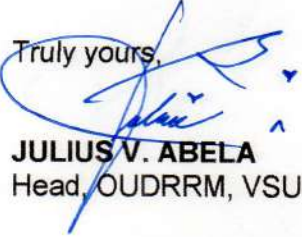
Greetings!

This has reference to the concern raised by our security guards during our meeting with regards to the vacated positions of their former co-security guards. One (1) SG III position and two (2) SG casual positions that was vacated by Mr Henry Caintic and Mr Ritchie Guevarra.

In this connection I would like to respectfully inquire from your good office about the possibility to open the SG casual positions that was vacated by our former security guards mentioned above. In addition to this I would also like to request to re-open the job vacancy of SG III that was posted online last December 13, 2020 because our security guards were not able to apply online.

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

Truly yours,



**JULIUS V. ABELA**  
Head, OUDRRM, VSU

Recommending Approval

**REMBERTO A. PATINDOL**  
VP for Admin and Finance, VSU

Approved:

**EDGARDO E. TULIN**  
President, VSU