



12 January 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Through: DANIEL LESLIE S. TAN
Vice President for Administration and Finance

HONEY SOFIA V. COLIS
OIC- Director, ODHRM

Dear **President Tulin**:

This letter pertains to the request to hire additional manpower of the University security force for the security and safety of the campus round the clock. As you may know, two (2) security guards are going to retire this coming February 2022, and one (1) security guard has resigned. This will create a big impact on the safeguarding of the campus as our security guards are manning fixed strategic locations of the campus as well as roving/patrolling their area of responsibility on their tour of duty.

On this note, I would like to request the following vacated positions to be open for promotion to hire additional security guards on job-order status and also watchman to be assigned in the sanctuary for coastal patrolling.

1. Escasinas, Virgilio – Security Guard II (Promoted to SG III)
2. Rabor, Alexander – Security Guard I (Retiree effective February 1, 2022)
3. Tan, Basilio E. Jr. – Security Guard I (Retiree effective February 1, 2022)
4. Giron, Jesus I. – Security Guard II (Resigned)

Additional requests to fill in the vacated position:

5. Guevarra, Ritchie F – Security Guard I (Casual)
6. Pabon, Sarah O. – Lady Guard (Job Order)

Security guard plays a vital role in the University to protect our properties and constituents and we need enough manpower to be detailed in the strategic location of the campus to prevent theft and other similar incidents for the security and safety of our University.

Thank you and hoping for your favorable consideration on this matter.

Very truly yours,

JULIUS V. ABELA
Head, OUDRRM