



December 1, 2021

DR. EDGARDO E. TULIN

President

Visayas State University

VSU, Baybay City, Leyte

Through:

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Visayas State University

Baybay City, Leyte

Dear **Dr. Tulin**,

Good day!

This has reference to the rerouting of road traffic effective December 1, 2021, and to the upcoming event PADYAK Eastern Visayas. The OUDRRM is truly grateful to serve the University by safeguarding round the clock for the safety of everyone. In line with this, we encountered some difficulties in planning to put our security guards in different strategic locations due to the following reason(s): 1. lack of manpower, 2. the refresher training course of our regular and casual security guards is still ongoing, and 3. Additional posting of security guards is needed for the separate entrance and exit of the campus and to man the area where our guests will be staying. However, we found a solution that instead of three (3) shifts we'll make it two (2) shifts for December 1-8, 2021 detail, an equivalent to the 12hours duty of security guards per shift. This can cover all the locations for the security and safety of the campus.

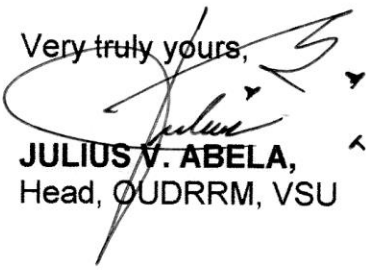
In view of the above, I would like to request from your good office to allow our security guards to render an excess of 4 hours overtime starting December 1-8, 2021 per duty especially our JO status security guards because manning the campus is a crucial part and we need the cooperation of everyone in our unit to ensure the security and safety of the University and constituents. In addition, the JO status security guards were able to claim overtime pay last year during the lockdown of the University since our unit was prohibited to go home to avoid the possibility of a virus carrier inside the campus. Lastly, our request to render overtime on October 26, 2021, during the roll-out vaccination of students who also needs security force was granted wherein some JO status security guards were included in the request.

Attached herewith is the special duty-detail order and our request to render overtime.

I hope that this request would merit your approval.

Thank you and more power.

Very truly yours,


JULIUS V. ABELA,
Head, OUDRRM, VSU

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Finance and Administration

Approved:

EDGARDO E. TULIN
President