

24 February 2023

EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City Leyte

Thru:

HONEY SOFIA V. COLIS
Director, ODHRM

Dear Dr. Tulin;

Greetings!

Please accept my enclosed application for the position of Security Office I to be assigned under the supervision of Dr. Julius V. Abela.

I am a father of twins, currently residing in Barangay Pomponan Baybay City, Leyte. I finished my Bachelor's Degree in Agribusiness here at Visayas State University on May 2014 and now I am currently enrolled in my 2nd semester at the College of Maasin taking up a Master's in Public Administration. I was a former Branch Associate of Palawan Pawnshop and I've been employed there also for almost three years. I encountered different kinds of personalities (customers) in my previous job so I know that I can bear miscommunications properly. I believe that I have good interpersonal skills which I've been using to build a good relationship with my coworkers in the Security Office and my superior.

I started working here at the Visayas State University last March 5, 2020, as a replacement to the late Admin Aide Mr. Teofilo Gofredo of the Security and Safety Office and I was appointed as the dDRC of the University Disaster Risk-Reduction and Management, Safety, and Security Office starting July 1, 2020, up to the present. It was a fascinating experience working under the security of an institution as well as working under the Disaster Risk-Reduction and Management team for the preparedness and awareness of individuals in times of calamities on the campus. At first, it was like I started from scratch since there was no proper turnover and ISO 9001:2015 certifications is starting at that time. It was a roller coaster ride in this office but I was able to manage the organizing and filing of documents and follow the quality procedure of the University with the help of my colleagues and friends in the University. Also, dealing with incident reports, and complaints is quite a shock to me at first but as time goes along I've been able to cope with this at certain times. Since then, I am the one who will receive the draft incident reports of all security guards for me to encode, polish, and transfer them to the ISO form for the incident report. The experience allows me to gain knowledge about the security protocol for handling incidents and safeguarding the University around the clock. These experiences may not be enough for the position but I am eager to learn and willing to train for enhancement to hone my knowledge about security procedures/protocols. Likewise, I may not be a BS Criminology graduate but I know my capabilities and I think I have some aspects that we can consider to be a security officer. Whatever obstacles I might encounter, I will set my mind to consider them as a challenge and not a problem.

I would love to have the opportunity to be in the said position. I look forward to speaking more with you about this opportunity. Feel free to contact me at any time. Attached herewith are my documents for your perusal.

Truly yours,


Jemuel A. Ocañada