

2 March 2023

EDGARDO E. TULIN

President
Visayas State University

Thru: HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Dear President Tulin;

Please accept my application for Security Guard I (Casual Position) .

I am Joeven G. Castañas, 41 years old, married, and a resident of Brgy. Bunga Baybay City, Leyte. I am currently employed in this institution as a security watchman under University Disaster Risk-Reduction & Management, Safety, and Security Office. I was a former Carpenter and Furniture foreman of the Physical Plant Office, however, my contract has ended due to the termination of Job-Order basis employees. I have also experienced working at private security agencies outside Leyte. Now, I am almost 4 years in service as security watchman in this University so I am aware of the offices and personnel in the University already. I know that I am capable of doing it as I am also doing messenger of the UDRRM at the moment.

For the above reasons, I am confident that you will find me to be a compelling candidate for the said position. I will always have time to talk more about this opportunity.

Thank you very much and looking forward to your favorable action on this application.

Very truly yours,

JOEVEN G. CASTAÑAS

Applicant