

October 12, 2022

Dr. EDGARDO E. TULIN
President, Visayas State University
VisCA, Baybay City, Leyte

Thru: **HONEY SOFIA B. COLIS**
OIC, DIRECTOR ODHRM

Dear Dr. Tulin;

Good day!

I am writing this letter to express my strong interest to apply for a **SECURITY GUARD 1** at **Visayas State University**. Recently, I am a Security Guard 1 (Job Order) with extensive experience as highly resourceful and skilled professional who is proficient in devising safety, security and loss prevention procedures and enhancing existing company assets. I believe I would be an ideal fit for this position in your organization.

I am skilled in converting conflict scenarios into positive outcome through effective problem solving and complaint handling skills. Currently employed at the university as a security guard, I am responsible for monitoring and ensuring the safety of the students, faculty, staff and as well as the facilities. As with the record, I always arrived to my post, 1 to 2 hours before my scheduled time.

I was a barangay tanod in Brgy. Guadalupe, Baybay City, Leyte. Later on, I was commended and promoted as the Chief Tanod. In my years of duty in the barangay, I am pleased to state that my experience in handling emergency situations and theft prevention is above par with your expectations. I was a long strength partner of the university in keeping the safety, peace and order.

Additionally, the trainings I have received such as undergoing BCMT Army Reserves, Security Service Training Course and Emergency Response has provided me with knowledge to cope unforeseen threats. To further support your base requirement, I can bring an enthusiastic and perspective to this position. I take direction well, but am also capable of working independently.

My PDS is enclosed for your consideration and I am open for any performance screening from my supervisors and colleagues. I firmly believe that I would be an asset to your team and would very appreciate the opportunity to discuss how my experience and certifications could contribute to our dearest Visayas State University.

Thank you for your time and consideration.

More power and God bless you always!

Sincerely,



VICENTE C. MARTIREZ
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