

13 May 2022

**DR. DANIEL LESLIE S. TAN**

Vice President for Administration and Finance  
Chairman, Non-Academic Personnel Board  
Visayas State University  
Visca, Baybay City, Leyte

Through: **DR. JULIUS V. ABELA**  
Director, OUDRRM

Dear Dr. Tan:

I have read from the posted announcement at <https://jobs.vsu.edu.ph> that the Office of the University Disaster & Risk Reduction Management (OUDRRM) is in need of a Casual Security Guard I. I am very much willing to apply for the said position.

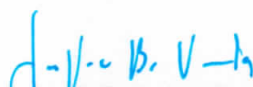
I am **Jun Vic B. Veranda**, 28 years old, a licensed security guard with control no. LESP8JVO-6292020. Presently, I am employed as Job Order Security Guard/Watchman in our institution since April 16, 2019. For three (3) years in service, I have exhibited dedication, flexibility, and full commitment to the job.

Last March 7-11, 2022, I was able to participate and completed the training on "Basic Life Support Provider's Course-Lay Rescuer and Standard First Aid Training-Lay Rescuer" at VSU, Visca, Baybay City, Leyte. The acquired knowledge and expertise from the training will be of great help in carrying out my responsibility as security guard in our institution.

Enclosed with this application is my Personal Data Sheet (PDS), TOR, Resume, Diploma, and Provisional Permit for my license and certificates for your perusal. I am willing to come for an interview at your most convenient time. Please contact me through my mobile phone number 0955-910-3265 or through my email address [junvic.veranda@vsu.edu.ph](mailto:junvic.veranda@vsu.edu.ph).

Thank you for your time and consideration.

Respectfully yours,

  
**JUN VIC B. VERANDA**  
Applicant