

February 23, 2023

**HONEY SOFIA V. SOLIS**

**OIC DIRECTOR, ODHRM**

VSU, Baybay City, Leyte

Jobs.vsu.edu.ph

**Dear Ma'am,**

Good day ma'am, I am Alexander Carl Angelou V. Onden, 25 years old, currently residing at Purok Red Rose, Miputak, Dipolog City. I am interested in applying for **Security Officer I** in Visayas State University. I graduated in Andres Bonifacio College on 2018, I took Bachelor of Science in Criminology and I passed the board exam on January 2019.

I am hardworking, fast learner, multi-tasking and a good person. I am currently working as a Job Order Personnel hired by the Regional Office of Parole and Probation Administration in Dipolog City Parole and Probation Office, 3<sup>rd</sup> Floor, Bulwagan ng Katarungan, an attached agency of the Department of Justice. I assist in doing clerical works in the office, interviewing petitioner for probation, sorting of files to be passed in the court, assist the clients in reporting, assist the Chief of Parole and Probation in doing field works/investigation and making reports to be passed to the Regional Office. Before working in Parole and Probation Office. I also work as a receiving clerk in Savemore, Dipolog from August 2021 to January 2022. During the pandemic, I worked in the Department of Interior and Local Government as a contact tracer from October to December 2020, my work as a contact tracer is to reach out people that have tested positive in Covid-19 and asks them to identify anyone they've recently been in contact with. With a goal of reducing the risk of spread, contact tracer then gets in touch with those people to let them know they may have been exposed. And when I was in my fourth year in College, I worked part time in Jollibee, Lee Plaza as a service crew from August 2017 to December 2017.

Thank you very much for your consideration and if you have questions regarding my application, please contact me thru my cellphone number 09468747587.

Respectfully yours,



**ALEXANDER CARL ANGELOU V. ONDEN Rcrim.**

Applicant