

04 March 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 permanent 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 almost three (3) years in service, I have exhibited dedication, flexibility, and full commitment to the job.

In addition, I will be participating the training on "Basic Life Support" on March 7-11, 2022 at VSU, Visca, Baybay City, Leyte. The knowledge and expertise that I will be earning during this 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.

Thank you for your time and consideration.

Respectfully yours,


JUN VIC B. VERANDA
Applicant