



January 4, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **DR. DANIEL LESLIE TAN**  
VP for Administration and Finance

**RE:** Justification for the renewal of JO appointment of Ms. Prado with 22 working days per month

**Dear Dr. Tulin,**

I am respectfully requesting your good office to please allow us to renew the appointment of **Ms. Gretchen Mae M. Prado**, with 22 working days per month. Ms. Prado our Department Laboratory Aid at the same time to act as alternate dDRC charged to University Assistance Fund (UAF). Her services are highly needed to take care, calibrating, and maintaining the equipment for long term use. As dDRC she is helping our admin clerk to prepare the documents needed in the upcoming ISO external visit this coming February, 2022 and the AACUP Phase 2 level four Accreditation in our Graduate Degree program this coming April, 2022.

Our department is offering 4 programs: undergraduate (BSA-Agronomy) and 2 graduate programs (MS-Agronomy & MAgDev- Agronomy) and soon the PhD in Agronomy. Hence, we really need the services of Ms. Prado.

We are hoping for your positive consideration on this matter.

Thank you very much.

Very truly yours,

  
**ULYSSES A. CAGASAN**  
Head, Department of Agronomy

Recommending Approval:

Approved:

**DANIEL LESLIE S. TAN**  
VP for Administration and Finance

**EDGARDO E. TULIN**  
VSU President