



January 3, 2022


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

Dear Dr. Tulin:

This is to recommend the appointment / renewal of casual employee of the **Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR)** effective January 3, 2022 until June 30, 2022.

NAME	POSITION TITLE	DAILY RATE	SOURCE OF FUND
Seville, Marily V.	Administrative Aide III (Clerk I)	Php616.91	General Fund

Very truly yours,


JENNIFER E. ANDO
OIC Head, OHRSPPR

Availability of appropriation / funds:

ALICIA M. FLORES
OIC Head, Budget Office

Personnel Clearance:

Recommending Approval:

Approved:

HONEY SOFIA V. COLIS
OIC Director, ODHRM

DANIEL LESLIE S. TAN
VP for Administration and Finance

EDGARDO E. TULIN
President