



24 February 2022

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

Thru: **Dr. DANIEL LESLIE S. TAN**  
Vice President for Administration & Finance and  
Chairman, NAPB

Dear Dr. Tulin:

This is to respectfully request for the hiring of additional Job Order Clerk to be assigned in the digitization of the different documents/records like the 201 files of our faculty and staff, office memoranda and circulars, certifications, clearances and others that will be ready for migration and uploading to our e-records system. He/She will also be in-charge in the document tracking of all outgoing documents of the office and tracked the same through the HRIS-Documents Tracking System (DTS).

He/She will also assist the in-charge in the conduct of inventory of disposable records (general files) and evaluate based on the General Disposition Schedule (GRDS) and the agency Records Disposition Schedule (RDS) and the updating of the inventory status in the e-records system.

We hope that this request would merit your kind approval. Thank you very much.

Sincerely,

  
**MARIA ROBERTA S. MIRAFLOR**  
Head, Records and Archives

Noted:

**RYSAN C. GUINOCOR**  
OIC Director, Administrative Services

Recommending Approval:

**DANIEL LESLIE S. TAN**  
Vice President for Administration & Finance &  
Chairman, NAPB

Approved:

**EDGARDO E. TULIN**  
President