

November 08, 2023

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
Director, Human Resource Management Office (HRMO)

Dear *Dr. Tan*,

The Administrative Aide I (Clerk) of the Institute, Mr. Cecilio M. Benitez, tendered his resignation effective January 1, 2023 (*NAPB Res. No. 258, s. 2023 is attached*). The position handles tasks essential for the Institute's general function. In order not to hamper the flow of the Institute's administrative office operation, we request to hire a new **Clerk**, even under **Job Order status**, effective December 16, 2023, to give time to the newly hired for the orientation and familiarization of the job, with six (6) months renewable contract, charged to the University funds.

The clerk to be hired shall do the following responsibilities:

1. In charge of the filing system of official documents of the Institute;
2. Prepares contracts for job order research/extension project staff and part-time instructors;
3. Prepares claim documents: payrolls, vouchers, and the needed supporting documents;
4. Prepares documents for travels of personnel: travel requests/orders, itinerary of travels, cash advances, and liquidations;
5. Prepares trip tickets and other necessary documents for the use of a vehicle for travel;
6. Prepares acquisition documents for supplies and materials: PPMP, purchase requests, and other necessary documents;
7. Assists in reviewing and assigns control numbers of outgoing documents;
8. Serves as receiving and releasing in-charge of incoming and outgoing documents: scans and registers outgoing documents for tracking;
9. Assists the faculty of the Institute in the printing of their grade sheets, etc;
10. Diligently monitors budget fund allocations of the Institute and the research/extension projects;
11. Assists in all other activities of the Institute, as his/her services are needed, and performs other tasks as may be assigned.

We hope this request merits favorable action from your office.

Thank you very much for your untiring support of the Institute.

Very truly yours,

THE ITEEM PERSONNEL COMMITTEE:

KLEER JEANN G. LONGATANG
Member

ANGELITA B. ORIAS
Member

TEOFANES A. PATINDOL
Chairman, & ITEEM Director

Recommending Approval:

DENNIS P. PEQUE
Dean, College of Forestry and
Environmental Science

HONEY SOFIA V. COLIS
Director, HRMO

Certified Funds Available:

LOUELLA C. AMPAC
Director of Finance

Approved:

DANIEL LESLIE S. TAN
OIC-President, VSU