



4 December 2021

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

**Sir:**

This is to recommend the appointment of the said casual employee of Office of the University Disaster & Risk-Reduction Management effective January 1, 2022 until June 30, 2022.

Name	Position	Daily Rate
<b>CAORTE, ENRIQUE JR E.</b>	Security Guard I	616.91
<b>MANAGBANAG, ARCHIE B.</b>	Security Guard I	591.77
<b>PEDREGOSA, ROSENDO L.</b>	Security Guard I	591.77
<b>VILLARUEL, JENZEN JHON M.</b>	Security Guard I	616.91

Thank you and more power!

Very truly yours,

**JULIUS V. ABELA**

Head, OUDRRM

**ALICIA M. FLORES**

Head, Budget Office

Recommending Approval:

**DANIEL LESLIE S. TAN**

Vice President for Administration & Finance

**HONEY SOFIA V. COLIS**

OIC-Director, ODHRM

Approved:

**EDGARDO P. TULIN**

President