



26 June 2023



Engr. Charlie S. Andan
Head, DMet
VSU, Visca, Baybay City, Leyte

Dear Engr. Andan:

The appointments of the member of your staff listed below will expire on July 31, 2023. To assure the continuance of their salaries, their appointments have to be renewed before July 31, 2023. May I therefore, suggest that the necessary recommendation for the renewal of those services that are still needed to be forwarded to the President.

1. LABISORES, Rotsen B.
2. LOR, Daniel C.
3. TORRION, Charlindo S.

Forms to support for their appointments are available at our office and must be submitted to us on or before July 15, 2023. If we can't receive approval from the University President for the renewal of their appointments and their required supporting papers, their salaries will be withheld starting July 15, 2023, for clearance requirements as this will serve as their last salaries.

In case of non-renewal, the staff members shall be given notice within (30) days, hence, your preferential attention hereon is earnestly requested.

Thank you.

Very truly yours,


MIRIAM M. DE LA TORRE
OIC-Head, RSPPRO