



25 November 2021

DR. MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

Visayas State University

Visca, Baybay City, Leyte

Through: PROF. ROSA OPHELIA D. VELARDE

Director for Research

OVPREI, VSU

Dear **Dr. Ceniza**:

This letter has reference to the issue I raised during the VSU-OVPREI Quarterly Monitoring Review last 23 November 2021 of the following two (2) underpaid Science Research Aides/Assistants (SRAs) of the Renewable Energy Research Center (RERC) who are receiving their monthly salary just a little over of our RERC High School Graduate Utility/Admin Aide Job Order worker:

1. Engr. Fatima Gumamac (Cum Laude)
2. Engr. Marjorie Timbal (Former DOST Scholar)

The two SRAs are intellectually gifted, hardworking, and with the right attitude towards work. With the mentoring I am doing, they are currently the most knowledgeable staff on the different technologies the Center has adopted, developed, and promoted. Personally, I want them to be working permanently in the center.

In this connection, may I request the following:

1. Allow the two (2) SRAs to work 20 days in November and 22 days in December, 2021 (Please see attached application for overtime); and
2. Allow them to work full-time (22 days per month) using the standard monthly rate for SRAs this coming Calendar Year (CY) 2022 charge to the regular MOOE annual allocation of the center.

My this request merit your consideration and approval

Thank for your support to RERC.

Very truly yours,

ROBERTO C. GUARTE
Project Leader & Director

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research

Approved:

MA. JULIET C. CENIZA
VP for REI