



May 16, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
Vice-President for Administration and Finance

Dear **Dr. Tulin**,

The Agricultural Technician I of the Institute, in the person of Mr. Felix John T. Amestoso, tendered his resignation effective June 1, 2023 (*copy of the resignation letter, attached*). The position handles essential tasks for the Institute's instruction, research, extension, and administration functions. For the continuance of the position's performance, and so as not to hamper the flow of the general function of the Institute, we would like to request the hiring of a new Agricultural Technician I who will take over the post effective June 1, 2023.

The Agricultural Technician I to be hired shall do the following responsibilities:

1. Performs research and/or extension functions, among others the following:
 - a. Provides support services and assistance in the operation of the research and extension functions of the Institute;
 - b. Helps facilitate the implementation of the RDE programs of the institute; and
 - c. Performs other related tasks as may be assigned from time to time.
2. Performs general administrative and support services, among others, the following:
 - a. Entertains clients and stakeholders and ensures that their concerns are acted to by faculty/staff concerned;
 - b. Provides support services and assistance in the operation of the administrative function of the Institute;
 - c. Receives and facilitates concerns, and/or requests of the Institute's MS/BS students;
 - d. Maintains the databank compilations of RDE materials.
3. Performs program and institutional accreditation services, among others the following:
 - a. Ensures that all QMS core processes of the university are complied with in the performance of his functions as support staff;
 - b. Prepares required documents and complies with the accreditation tools' requirements.

We hope this request merits favorable action from your office.

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

Very truly yours,

THE ITEEM PERSONNEL COMMITTEE:

KLEER JEANN G. LONGATANG
Committee Member

JIMMY O. POGOSA
Committee Member

SENONA A. CESAR
Committee Member

MARLITO M. BANDE
Committee Member

ELIZA D. ESPINOSA
Committee Chairman/ITEEM Director

Recommending Approval:

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

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:

EDGARDO E. TULIN
President, VSU

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