

December 5, 2023

DR. DANIEL LESLIE S. TAN

OIC, University President
Visayas State University
Baybay City, Leyte

Dear Dr. Tan:

We wish to recommend the renewal of appointment of **Mr. Orlan C. Capin** for the position of **Administrative Aide III** for the Institute of Tropical Ecology and Environmental Management (ITEEM) with the daily rate of **SIX HUNDRED SIXTY SEVEN PESOS & 18/100 ONLY** (P 667.18) effective January 01, 2024 to June 30, 2024.

Please see attached paper for his duties and responsibilities.

Very truly yours,

ITEEM Personnel Committee:

ANGELITA B. ORIAS
Committee Member

KLEER JEANN G. LONGATANG
Committee Member

TEOFANES A. PATINDOL
Chairman, ITEEM Personnel Committee
& Director, ITEEM

Availability of Appropriation/Funds

Personnel Committee:

ALICIA M. FLORES
Head, Budget Division

HONEY SOFIA V. COLIS
Director, ODHRM

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Administration and Finance

Approved:

DANIEL LESLIE S. TAN
OIC, University President