



19 August 2022

**DR. DANIEL LESLIE S. TAN**

Vice-Pres. for Admin. and Finance and  
Chairperson, Non-Academic Personnel Board (NAPB)  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Tan:**

Good day!

Thank you very much for approving our request for one (1) Job Order personnel in our office. This really helped a lot for the timely submission of PASUC 8 reports required by Congress and Senate.

Furthermore, we would like to request for the extension of services of Ms. Mynche Darlyn Dumaguing, from September 1, 2022 to December 31, 2022 for the following reasons:

1. To assist on the urgent PASUC Advisories to be acted since Congress/Senate will begin the budget deliberation.
2. To do the disbursement tasks for 3<sup>rd</sup> and 4<sup>th</sup> Quarters needed for the Financial Accountability Reports for Fund 101 and Fund 164.
3. Perform some task of Ms. Suyom (Admin. Aide IV of Budget Office) whose item is not in the ROSS and recruitment is put on hold pending DBM approval.
4. Assist in the year-end closing activities.
5. Act as receiving/releasing clerk in the absence of Ms. Jocelyn T. Co.

Hoping for your consideration.

Thank you.

Very truly yours,

**LOUELLA C. AMPAC**  
Financial Management Director