



03 February 2022

Dr. Edgardo E. Tulin
President

Thru: **Dr. Daniel Leslie S. Tan**
VP for Administration and Finance

Dear Dr. Tulin and Dr. Tan:

Greetings in the Name of Whom all blessings flow!

The College of Nursing (CoN), a growing unit a leading university is in anticipation to hold face-to-face mode of learning this 2nd semester AY **2021-2022**. With this in mind, this semester will cater to at least 150 students in a scheduled rotation to conduct their laboratory skills enhancement (*within the university*) and Related Learning Experience (RLE) to partnered health facilities.

On one end, our laboratory aide *cum* utility worker on job order (JO) status performs the appropriated tasks as stipulated in his contract for a total of 15 working days a month. With the expected influx of students and other office-related work demand, the undersigned wishes to seek approval that such extension of at least three (3) more working days be added to Mr. John Wilfred G. Gonzaga, our newly hired JO worker.

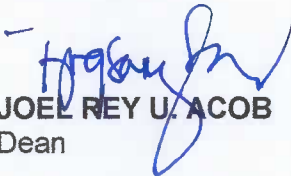
Aside from maintaining cleanliness of the skills laboratory, he is also expected to assist the instructor(s) to prepare equipment and supplies for use needed in the performance of the clinical procedures.

Moreover, should the face-to-face classes be temporarily suspended, the above-mentioned skills laboratory needs still preventive maintenance, thus his presence is desired.

With reverence, the undersigned is seeking your unwavering support to the college through endorsement of this request.

Thank you and continued success!

In Caring,


JOEL REY U. ACOB
Dean

Recommending approval:

DANIEL LESLIE S. TAN
VP for Administration and Finance

Approved:

EDGARDO E. TULIN
President