



October 6, 2022

Dr. Daniel Leslie S. Tan
Vice-President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Thru: Mr. Marlon G. Burlas
Head, Motorpool

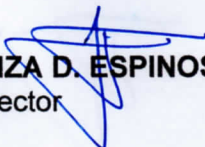
Dear *Dr. Tan*,

This is in connection with our request to hire a new driver to permanently handle the Mitsubishi Canter assigned to the Institute. Based on the APB's action, with the implementation of the Revised Organizational Structure and Staffing Standards (ROSS) Phase I our request can not be considered at this moment until the new contractual (driver) position.

To reiterate, the excessive schedule of trips of the Canter for project use, demands a driver who is permanently assigned for the Canter's care and maintenance, and one who is available at all times for the trips. With this, may we please request one of the existing drivers of the University to temporarily be assigned to handle the Mitsubishi Canter, and be always available for the trips of the Canter?

Thank you very much for your continued support to all of the Institute's activities.

Very truly yours,


ELIZA D. ESPINOSA
Director

Recommending Approval:

MARLON G. BURLAS
Head, Motorpool

Approved:

DANIEL LESLIE S. TAN
Vice-President for Administration and Finance