



2022 January 28

EDGARDO E. TULIN
President

Through: **DANIEL LESLIE S. TAN**
Chairman, Non-Academic Personnel Board
Vice President for Administration and Finance

Dear **Dr. Tulin**:

As we are about to conduct the virtual 2022 VSU College Admission Test (CAT), we aim to increase applicants to our undersubscribed programs. We have identified 15 of these programs (including the newly approved Bachelor of Arts in Philosophy) that will be the focus of an integrated and multi-platform information caravan and campaign before we start the VSU CAT. Part of the campaign is to produce printed leaflets/brochures of the programs that will be strategically distributed to different high schools in the country, as well as social media pubmats to be posted on our online platforms.

With this, I am requesting the hiring of **MR. JOSEPH KENNETH M. LABASTIDA** as VSU CAT Layout Artist effective February 2022 to May 2022.

As Layout Artist, he shall:

- Coordinate with the different departments for information about the identified degree programs for the information campaign;
- Gather photos and other visual elements for the layout;
- Layout brochures for the programs in coordination with the VSU Printing Press;
- Layout social media pubmats in coordination with the University Integrated Media Center; and
- Perform other duties as identified by the Head of Admissions.

May I propose that he be given a rate of P12,174.80/month (22 days x 553.40) for the duration of his contract. His services are direly needed for the university to successfully conduct the planned VSU CAT information campaign for a better applicant turnout.

Looking forward to your positive response, sir. Thank you very much!

Yours truly,


NANCY V. DUMAGUING
Head of Admissions

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Administration & Finance

Noted:

Approved:

ALELI A. VILLOCINO
VP for Student Affairs & Services

EDGARDO E. TULIN
President