



13 June 2022

**Dr. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. DANIEL LESLIE S. TAN**

Vice President for Administration & Finance and  
Chairman, NAPB

Dear Dr. Tulin:

This is to request for the hiring of a Job Order Clerk as a replacement of Ms. Graciana M. Espinosa who will be retiring this June 30, 2022.

Ms. Espinosa was connected with Records Office for 24 years since 1998. She was knowledgeable and responsible for keeping general operations to run efficiently. As a former Clerk I and now Administrative Aide VI, she possesses and completes many administrative organization tasks that helps improve the operations and make it easier for other members of the team to complete their work on time.

Below are the office functions of Ms. Espinosa, as follows:

1. Files appointments, NOSA, NOSI, contracts, and 201 documents of academic staff (teaching, non-teaching, High School) to its respective 201 folders;
2. Receives/sorts/encodes mails and affixed requirement stamps, arranges alphabetically for recording/reference purposes
3. Prepares and submits monthly report of stamps accountability;
4. Purchases of stamps for monthly consumption and prepares replenishment vouchers of stamps;
5. Assists in annual inventory of records;
6. Updates 201 files of academic staff based on the CSC checklist;
7. Acts as dDRC for the office

Furthermore, the office sees the need to have an additional staff who has a strong computer and administrative skills to help in the daily office activities and that the hired staff will be trained by Ms. Espinosa before she will retire this month.

We hope that this request would merit your kind approval. Thank you very much.

Sincerely,

**MARIA ROBERTA S. MIRAFLOR**

Head, Records and Archives