



December 13, 2021

**DR. EDGARDO E. TULIN**

President

Visayas State University

VSU, Visca, Baybay City, Leyte


Dear Dr. Tulin:

This is to recommend the renewal of appointment of the said casual employee of the **OFFICE OF THE DEAN OF GRADUATE SCHOOL (ODGS)** effective **Jan. 1, 2022** until **Jun. 30, 2022**.

NAME	POSITION TITLE	DAILY RATE	SOURCE OF FUND
POSAS, MARICAR	ERA	Php 890.59	GENERAL FUND
ALMERODA, VERONICO B.	ADMIN. AIDE III	Php 616.91	GENERAL FUND

Very sincerely yours,

ODGS Personnel Committee:

  
**ANABELLA B. TULIN**  
Dean, Graduate School

In-Charge of Funds:

**ALICIA M. FLORES**  
Head, Budget Office

Personnel Clearance:

**HONEY SOFIA V. COLIS**  
Director, ODHRM

Recommending Approval:

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

Approved:

**EDGARDO E. TULIN**  
President