



January 17, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Thru:

**DR. DANIEL LESLIE S. TAN**

Vice President for Administration and Finance and  
Chair Non-Academic Personnel Board

Dear Dr. Tulin:

Greetings!

The Office of the Head of Admission would like to request hiring of two (2) Job Order (JO) personnel with IT skills effective March 01, 2022. The office is on the process of preparing for the online College Admission Test (CAT) for the AY 2022-2023. The JOs to be hired will assist the Admissions Technical & Operations Working Committee on the following tasks:

1. Review/update Moodle classroom for online college admission test.
2. Conduct the online admission screening and online college admission test.
3. Serve as validators/proctor during admissions application and online college admission test.
4. Coordinate with the Admissions Committee.
5. Determine logistical requirements of online admission process.
6. Generate the list of admission qualifiers.
7. Answer queries through email or phone from students and other interested parties.

Hoping for your positive response to this request. Thank you.

Very truly yours,

**NANCY V. DUMAGUING**

Head, OHA

**Noted by:**

**ALELI A. VILLOCINO**

Vice President, Student Affairs and Services