




January 1, 2022

Dr. Edgardo E. Tulin
President
VSU, Baybay City, Leyte

Sir:

The appointment of **Mr. Nicolas Nelson R. Valenzona** will expire on January 1, 2022. Since his services are still very much needed in Physical Plant Office, renewal of his appointment as Administrative Aide V (Painter I), is hereby highly recommended.

Very truly yours,


MARLON G. BURLAS
Unit, Head

Recommending Approval:

DANIEL LESIE S. TAN
VP. For Admin. & Finance

Approved:

EGARDO E. TULIN
President, VSU