



August 3, 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

Dear *Dr. Tulin*,

We would like to request to hire a new driver in place of Mr. Calextro O. Aure, who retired a month ago. The soon-to-be-hired driver will permanently handle the Mitsubishi Canter, assigned under the care of the Institute.

Assigning a permanent driver for the Canter is vital in the research and extension field activities, not only of the Institute but also of the other units of the University who have been using the vehicle. Considering the excessive schedule of trips of the Canter, one has to be regularly assigned for its care and maintenance to assure its functionality all the time and safe performance. Likewise, given the timeframe that research/extension projects have to catch up, requesting a driver for every scheduled trip is a delay and would hamper the efficiency of output delivery. Thus, we hope for your positive response to this request, Sir.

Thank you very much for your continued support to all of the Institute's activities.

**THE ITEEM PERSONNEL COMMITTEE:**

**JIMMY O. POGOSA**  
Committee Member

**SENONA A. CESAR**  
Committee Member

**MARLITO M. BANDE**  
Committee Member

**HUMBERTO R. MONTES, JR.**  
Committee Member

**ELIZA D. ESPINOSA**  
Committee Chairman/ITEEM Director

**Recommending Approval:**

**DENNIS P. PEQUE**  
Dean, College of Forestry and Environmental Science (CFES)

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

**Approved:**

**EDGARDO E. TULIN**  
President, VSU