



March 29, 2022

Edgardo E. Tulin, PhD
President
Visayas State University


Thru: Daniel Leslie Tan, PhD, Engr.
Vice President for Administration and Finance

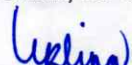
Dear Sir:

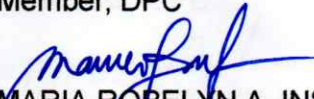
The DoPAC Personnel Committee (DPC) is requesting for 22-working days instead of 15 days of Ms. Noreve Jean M. Agad, the DoPAC Chemical Technician (JO). Her continued service is very much needed in the maintenance of laboratory instruments and equipment, providing technical support and assistance to the Faculty and thesis students, in the attendance to required laboratory-related retraining-seminar/workshop and in the preparation of laboratory documents for relevant accreditation the department is subjected to or the program under the departmental academic offerings as well as in the coming institutional accreditation.

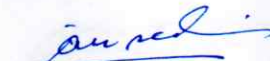
Hoping for a positive response to this request. Thank you very much.


Respectfully yours,


ELIZABETH S. QUEVEDO
Chair, DPC


VIVIAN P. LINA
Member, DPC


MARIA ROBELYN A. INSIK
Member, DPC


JACOB GLENN F. JANSALIN
Member, DPC


FELIX M. SALAS
Member, DPC

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:

EDGARDO E. TULIN
President