



**VISAYAS**  
STATE UNIVERSITY

## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

January 9, 2025

**Rotacio S. Gravoso**

VP for Academic Affairs, & Chairman of APB  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Gravoso**:

Greetings of Peace and Prosperity!

I hope this letter finds you well. I am writing to inform you and ask your approval about the transition of the **Science Research Assistant** position to **Office Clerk** at the Eco-FARMI.

This transition has been carefully considered to address the increasing administrative demands and ensure the continuous operation of the institute. The role of an Office Clerk is vital for maintaining effective communication, organizing important documentation, and supporting the overall workforce of our organization. This adjustment aims to enhance efficiency and provide comprehensive support within the institute.

The roles and responsibilities of an Office Clerk to be hired are as follows:

1. Acts as alternate Department Document and Records Controller,
2. Assist in the administrative and financial documents, and
3. Other tasks relevant to the Institute's operation.

We believe that this adjustment will significantly improve the institute's efficiency and operational success, aligning with our long-term strategic goals. Your approval for this would be greatly appreciated.

I look forward to your favorable response to this request.

Thank you for your time and consideration!

Respectfully yours,

**JEROME O. ARRIBADO**  
Director, Eco-FARMI

Approved by:

**ROTACIO S. GRAVOSO**

VP for Academic Affairs, & Chairman of APB



**ECO-FARM AND RESOURCE MANAGEMENT  
INSTITUTE**

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