





## INSTITUTE OF TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

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November 3, 2022

DR. EDGARDO E. TULIN

University President Visayas State University Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the renewal of appointment of casual employee of ITEEM -VSU effective January 1, 2023 to June 30, 2023.

Name

CECILIO M. BENITEZ

Position Title

Administrative Aide I

**Daily Rate** 568.95

Source of Funds General Fund A.I.A

Very truly yours,

ELIZA D. ESPINOSA

Director, ITEEM

Availability of Appropriation/Funds

Personnel Clearance:

**ALICIA M. FLORES** 

Head, Budget Division

**HONEY SOFIA V. COLIS** OIC Director, ODHRM

Recommending Approval:

MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

Approved:

**EDGARDO E. TULIN** University President

