



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 | Position Title | Daily Rate | Source of Funds |
|--------------------|-----------------------|------------|--------------------|
| CECILIO M. BENITEZ | Administrative Aide I | 568.95 | 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