



VISAYAS
STATE UNIVERSITY



**OFFICE OF THE CHIEF
LIBRARIAN**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7512; Local 1055
Email: library@vsu.edu.ph
Website: www.vsu.edu.ph

March 3, 2022

DR. EDGARDO E. TULIN
President
Visayas State University

Through: **DR. DANIEL LESLIE S. TAN**
VP for Administration and Finance
Visayas State University

Dear Sir,
Greetings!

IHS library is a separate building that is more than a kilometer away from the college library. It has 1 librarian, 1 utility worker, and one JO clerk. The said JO Clerk is Miss Liza G. Urate.

Miss Urate has been serving the library for 10 years under the Special Trust Fund (STF) of the bindery and is now in the STF library due to the unexpected deficit of the bindery income. Moreover, due to the limited funding brought by the pandemic, her number of days is reduced to 8 days.

Her knowledge and experience in library works are essential in maintaining the daily operations of the Integrated High School (IHS) Library as an academic support unit. Her responsibilities are as follows:

1. Provides efficient and friendly services to library customers;
2. Performs the full range of circulation desk procedures at the High School Library;
3. Performs routine clerical functions and related work as required;
4. Performs routine book maintenance and processing;
5. Guards control area if the need arises;
6. Helps maintain the cleanliness and orderliness of the High School Library; and
7. Performs other functions assigned by the immediate head.

She is also one of the three library clerks assigned to print the student manuscripts on top of her responsibilities during the Covid 19 pandemic. The more working hours that the university can grant to her is vital for the IHS library to continuously serve and assist the clients on their academic and research needs.

Thus, may I humbly request the transfer of salary funding of Miss Liza G. Urate to the General fund and the reconsideration to extend into the day privilege similar to the other library JO Clerks.



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I am hoping for your passionate consideration of this request. Sufficient human resources are the key to sustaining the efficiency of our services. Thank you and more power.

Very sincerely,


JOVLEYN H. MABUAN
Librarian, IHS Library

Recommending approval:


VICENTE A. GILOS
Chief Librarian

DANIEL LESLIE S. TAN, Ph.D.
VP for Administration and Finance

Approved:

EDGARDO E. TULIN, Ph.D.
President