



December 14, 2021

DR. EDGARDO E. TULIN

University President
Visayas State University
Baybay City, Leyte

Dear Dr. Tulin:


We wish to recommend the appointment of **Orlan C. Capin** for the position **Administrative Aide III** for the Institute of Tropical Ecology and Environmental Management (ITEEM) with the daily rate of **SIX HUNDRED SIXTEEN PESOS & 91/100 ONLY** (P 616.91) effective January 1, 2022 to June 30, 2022.

Please see attached paper for his duties and responsibilities.

Very truly yours,

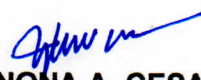

JIMMY O. POGOSA
Committee Member


MARLITO M. BANDE
Committee Member


HUMBERTO R. MONTES, JR.
Committee Member

Availability of Appropriation/Funds

ALICIA M. FLORES
OIC Head Budget Division


SENONA A. CESAR
Committee Member


ELIZA D. ESPINOSA
Committee Chairman and
Director, ITEEM *12/14/21*

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Administration and Finance

Personnel Clearance:

HONEY SOFIA V. COLIS
OIC Director, ODHRM

Approved:

EDGARDO E. TULIN
University President