



20 January 2022

Dr. Edgardo E. Tulin
University President

Thru: **Dr. Daniel Leslie Tan**
Vice President for Administration and Finance

Dear Dr. Tulin and Dr. Tan:

Greetings as we continue to toil for the better!

Firstly, allow me to express gratitude for granting one of our office staff, Mr. Lemuel T. Llano work tenureship in our humble university. Truly, this event has redirected his life and trajectory to be more diligent at work. His promotion also means increasing the university's holding capacity of its human workforce.

Relative to Mr. Llano's promotion, the undersigned wish to request for a replacement of his previous post as RLE Skills Laboratory aide *cum* utility staff.

As of the moment, the office already received four (4) applications stating their interest to be part of the growing college.

Hoping for an affirmative response on this concern. Thank you and more power!

In Caring,


JOEL REY U. ACOB
Dean

Recommending Approval:

DANIEL LESLIE S. TAN
VP, for Administration and Finance

Approved by:

EDGARDO E. TULIN
University President