



December 15, 2022

**DR. EDGARDO E. TULIN**  
President, VSU  
Visca, Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**  
VP for Administration and Finance  
Visca, Baybay City, Leyte

RE: Request to hire a job-order alternate dDRC

Dear Dr. Tulin,

Warm greetings!

The Department of Economics would like to appeal once again for a regular job order position to serve primarily as an alternate dDRC. A DOE faculty has been serving this post since this was implemented. The reason why we badly need one are:

- a. The department is serving three general courses for DBM, three general courses for BSA on top of the courses taken by our BSA-AgEc majors, and one course each for DTHM and Statistics majors. These are the departments/colleges with the highest enrolment, and the increase in enrolment has added to the bulk of the paper works to be made, processed, and recorded, not to mention the graduate programs;
- b. The lack of manpower was noted by our internal ISO auditor and thereby made this additional manpower one of the OFIs for the office;
- c. Mr. Carlito O Suganob, our clerk and dDRC, is nearing to retire hence, the newly hired can be mentored for the future vacant position;
- d. The department has been served by affiliate faculty and this time is needing additional instructors for the vacated positions of the retirees. Thus, it would be better if our alternate dDRC is not a faculty member.

Thank you very much.

May this request merits your kind approval.

Very truly yours,

The Department Personnel Committee:

**MOISES NEIL V. SERINO**  
Member, DPC and CME Dean

**BRENDA M. RAMONEDA**  
Member, DPC and DOE Faculty

**MARIA HAZEL I. BELLEZAS**  
Chair, DPC and Head, DOE

