



July 19, 2023

**Dr. Edgardo E. Tulin**  
University President  
Visayas State University

Thru: **Dr. Daniel Leslie S. Tan**  
Vice President for Administration and Finance  
VSU, Visca Baybay City Leyte

Dear **President Tulin**:

We would like to request an additional clerk in the Department of Agronomy starting this School Year 2023 -2024. This is because the office will be having a lot of clerical jobs that our existing dDRC cannot cope with all the daily routinary activities, especially this upcoming semester when we have to offer the Ph. D. Program.

The offering of the Ph. D Program entails a lot of work particularly in the preparation of lecture materials, finalization of syllabi, urgent research in the formulation and development of learning guides, etc. of more than ten subjects. Besides, a lot of assignments about clerical undertakings like the preparation of numerous materials for ISO, AACUP accreditation, QS-star Assessment, tracer study, etc. relative to enhancing the standards of the department and the University in general.


In this context, all faculty in the department strongly request the higher University management in allowing us to hire an additional clerk for smooth operations and management of our office in this coming first semester and upwards.

Thank you very much for your continued support, and more power to all of you.


Very truly yours,

ACADEMIC PERSONNEL COMMITTEE

  
**BERTA C. RATILLA**  
Member

  
**NELLO D. GORNE**  
Member

  
**LUZ G. ASIO**  
Member

  
**DIONESIO M. BAÑOC**  
Head/ Chairman, APC  
Department of Agronomy

Noted:

**VICTOR B. ASIO**  
Dean, CAFS

Recommending approval:

**DANIEL LESLIE S. TAN**  
Vice President for Administration

Approved:

**EDGARDO E. TULIN**  
President