



June 10 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**

Vice President for Administration & Finance, and

Chairman, Non-Academic Personnel Board

Visayas State University

Dear *Dr. Tulin*:

I wish to recommend the renewal of appointment of Ms. Jan Pauline H. Ababat, Aljun Modina and Miguel Fernandez as Job order Clerk and Laborers under the VSU Tree Management Committee covering the period from July 1, 2022 to December 31, 2022 subject to termination anytime due to lack of funds, poor work performance and many others.

Attached are the committee output from March 25-June 2, 2022 and the proposed activities until the end of June 2022 for your reference

For your consideration and favorable response in this regards.

Very respectfully yours,


ANATOLIO N. POLINAR

Head, DFS, Forest Conservation Officer and

Chairman, Tree Management Committee

Recommending approval:


DR. DENNIS P. PEQUE

Dean, QFES

Approved:

EDGARDO E. TULIN

President