





INSTITUTE OF TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

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December 10, 2021

DR. EDGARDO E. TULIN University President Visayas State University Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of casual employee of ITEEM - VSU effective January 1, 2022 to July 31, 2022.

Name

CECILIO M. BENITEZ

Position Title

Administrative Aide I

Daily Rate 547.00

Source of Funds General Fund

Very truly yours,

ELIZA D. ESPINOSA Director, ITEEM

Availability of Appropriation/Funds

ALICIA M. FLORES OIC, Head Budget Division

Recommending Approval:

MARIA JULIET C. CENIZA Vice President for Research, Extension & Innovation

Noted by:

Recommending Approval:

HONEY SOFIA V. COLIS OIC Director, ODHRM

DANIEL LESLIE S. TAN Vice President for Administration & Finance

Approved:

EDGARDO E. TULIN University President



VSU's Vision: