



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	Position Title	Daily Rate	Source of Funds
CECILIO M. BENITEZ	Administrative Aide I	547.00	General Fund

Very truly yours,

**ELIZA D. ESPINOSA**  
Director, ITEEM

12/10/21

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