





## INSTITUTE OF TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

Visca, Baybay City, Leyte, 6521-A, Philippines Telephone: +63 53 563-7497 / 53 565-0600 (local 1052) Email: iteem@vsu.edu.ph | Website: www.vsu.edu.ph

May 18, 2023

## DR. EDGARDO E. TULIN

University President Visayas State University Baybay City, Leyte

Dear Dr. Tulin:

We wish to recommend the renewal of appointment of Mr. Orlan C. Capin for the position of Administrative Aide III for the Institute of Tropical Ecology and Environmental Management (ITEEM) with the daily rate of SIX HUNDRED SIXTY SEVEN PESOS & **18/100 ONLY** (P 667.18) effective July 01, 2023 to December 31, 2023.

Please see attached paper for his duties and responsibilities.

Very truly yours,

**ITEEM Personnel Committee:** 

JIMMY O. POGOSA SENONA A. CESAR Committee Member Committee Member

MARLITO M. BANDE Committee Member

**KLEER JEANN G. LONGATANG** 

Committee Member

**ELIZA D. ESPINOSA** 

Chairman, ITEEM Personnel Committee & Director, ITEEM

Availability of Appropriation/Funds

Personnel Committee:

**ALICIA M. FLORES** 

Head, Budget Division

**HONEY SOFIA V. COLIS** 

OIC Director, ODHRM

Recommending Approval:

**DANIEL LESLIE S. TAN** 

Vice President for Administration and Finance

Approved:

**EDGARDO E. TULIN** 

University President

VSU's Vision: A globally competitive university for science, technology, and environmental

conservation.

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-VSU-03 v0 05-04-2020

No. 23-160