



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
Committee Member

SENONA A. CESAR
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