



May 25, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of the said casual employee of the Office of the Head of Cash effective **July 1, 2022 to December 31, 2022.**

NAME	POSITION TITLE	DAILY RATE	SOURCE OF FUND
Peter Ben Laurice H. Urdaneta	Adm. Aide III	642.05	General Fund

Very truly yours,


QUEEN EVER Y. ATUPAN
Head, Cash Office

Availability of Funds:

ALICIA M. FLORES

Budget Officer

Recommending Approval:

REMBERTO A. PATINDOL

Vice-President for Administration and Finance

Noted:

HONEY SOFIA V. COLIS

OIC Director for Human Resource
Management

Approved:

EDGARDO E. TULIN

President