



11 March 2022

Dr. Edgardo E. Tulin
President
VSU, Visca, Baybay City, Leyte

Through: **Dr. Daniel Leslie M. Tan**
Vice President for Administration and Finance and
Chairperson, Non-Academic Personnel Board (NAPB)

Dear **Dr. Tulin**,

We earnestly request for the immediate hiring of a utility person on job-order status to be charged to the savings generated from the retirement of our driver, Mr. Generoso L. Vequizo, on January 31, 2022. While the hiring process for a driver is ongoing, which may be affected by COMELEC's prohibition against the hiring of new employees starting on March 25, 2022, we request that a JO utility person be hired for the period March 15, 2022 to June 30, 2022.

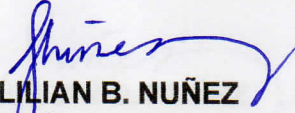
Presently, our roof gutters are clogged with dried leaves which causes rainwater to overflow to our lobby. The slippery tiled floor has been bothering us during this rainy season. Additionally, our lawns needed mowing and we had to hire someone to do the job and paid him from our office savings. However, we cannot sustain this practice as our savings are depleted. Mr. Vequizo used to perform these tasks during the pandemic as he had minimal driving to do. When he retired, we took turns in cleaning the common spaces such as restrooms, lobby, and kitchen, but we have primary functions to perform which relegates our cleaning assignments to the sideline.

We greatly appreciate your approval of this request.

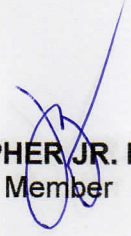
Thank you very much.

Very truly yours,

ISRDS PERSONNEL COMMITTEE


LILIAN B. NUÑEZ
Chairperson

GINA A. DELIMA
Member


CHRISTOPHER JR. R. GALGO
Member


MARIA AURORA TERESITA W. TABADA
Member


ERNESTO A. GONZAGA, Jr.
Member