



Jan. 1, 2022

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

Sir:

The appointment of **Mr. Benson S. Diaz** will expire on January 1, 2022. Since his services are still very much needed in Physical Plant Office, renewal of his appointment as Administrative Aide V (Welder I), is hereby highly recommended.

Very truly yours,

  
**MARIO LILIO VALENZONA**  
Director, PPO

Recommending Approval:

**DANIEL LESIE S. TAN**  
VP. For Admin. & Finance

Approved:

**EGARDO E. TULIN**  
President, VSU