



24 May 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Sir:

This is to recommend the renewal of appointment of the following casual employee of the Office of the Head of Records and Archives effective 1 July 2022 until 31 December 2022.

Name	Position Title	Daily Rate	Source of Fund
1. Acilo, Virgilio C.	Administrative Aide III	642.05	A.1.a01-101

Very truly yours,

**MARIA ROBERTA S. MIRAFLORES**  
Head, OHRA

Availability of appropriation/fund:

**ALICIA M. FLORES**  
OIC Head, Budget

**DANIEL LESLIE S. TAN**  
VP for Administration and Finance

Personnel Clearance:

**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM

**Approved:**

**EDGARDO E. TULIN**  
President