

November 29, 2024

DR. PROSE IVY G. YEPES

OIC, University President
Visayas State University
Baybay City, Leyte

Dear Dr. Yepes

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 January 01, 2025 to June 30, 2025.

Please see attached paper for his duties and responsibilities.

Very truly yours,

ITEEM Personnel Committee:

ANGELITA B. ORIAS

Committee Member

KLEER JEANN G. LONGATANG

Committee Member

TEOFANES A. PATINDOL

Chairman, ITEEM Personnel Committee
& Director, ITEEM

Availability of Appropriation/Funds

Personnel Committee:

ALICIA M. FLORES

Head, Budget Division

HONEY SOFIA V. COLIS

Director, ODHRM

Recommending Approval:

ELWIN JAY V. YU

Vice President for Administration and Finance

Approved:

PROSE IVY G. YEPES

University President





Vision : A globally competitive university for science, technology, and environmental conservation.
Mission : Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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