



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

September 13, 2024

Dr. PROSE IVY G. YEPES
President
Visayas State University
Visca, Baybay City, Leyte

Thru: DR. Elwin Jay V. Yu
Vice President for Administration and Finance NAPB Chairman

Dear **Dr. Yepes**:

Greetings!


I hope this letter finds you well. I am writing to request your approval for an extension of the temporary Job Order (JO) replacement for the Admin Aide IV or dDRC position. As per NAPB Resolution No. 251 from the meeting on July 11, 2024, the temporary JO assignment is scheduled to end on September 30, 2024 (Please see attached file).

However, since we do not yet have a confirmed date for hiring a permanent replacement, we would like to respectfully request an extension for the temporary JO assignment. There is no definite timeline for the extension, as it will remain in place until a suitable candidate is hired for the position.

We appreciate your understanding and support.

Thank you for your consideration.

Respectfully yours,


JEROME O. ARRIBADO
Director, Eco-FARMI

Approved:

PROSE IVY G. YEPES
University President

Recommending Approval:

ELWIN JAY V. YU
Vice President for Administration and Finance NAPB Chairman



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