



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

July 11, 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 in good health. I am writing on behalf of Eco-FARMI to formally request your esteemed office's permission to designate a temporary Job Order (JO) employee for the position of Admin Aide IV or DdRC. This temporary arrangement would fill the vacancy while we await the completion of the hiring process for a permanent employee.

The position was recently vacated by our former Admin Aide IV. Due to this vacancy, our institute requires and is in dire need of a temporary JO employee to ensure the continuation of essential activities and maintain our full operational capacity. With this necessity, it is way better, if possible, to have it effective immediately.

We appreciate your consideration of this matter and look forward to your favorable response.

Thank you for your time and attention to this request.

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



**ECO-FARM AND RESOURCE MANAGEMENT
INSTITUTE**

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FM-VSU-03
V3 06-06-2024
No. **29-040**