



July 12, 2021

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of the said casual employee of the Office of the Head of Cash effective **January 1, 2022 to June 30, 2022.**

NAME	POSITION TITLE	DAILY RATE	SOURCE OF FUND
Peter Ben Laurice H. Urdaneta	Adm. Aide III	616.91	General Fund

Very truly yours,

  
**QUEEN EVERY Y. ATUPAN**  
Head, Cash Office

Availability of Funds:

**ALICIA M. FLORES**  
Budget Officer

Recommending Approval:

**REMBERTO A. PATINDOL**  
Vice-President for Administration and Finance

Noted:

**HONEY SOFIA V. COLIS**  
OIC Director for Human Resource  
Management

Approved:

**EDGARDO E. TULIN**  
President