



February 16, 2022

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

Thru: **Dr. Daniel Leslie S. Tan**
VP for Administration and Finance &
Chairman, Non-academic Personnel Board (NAPB)

Dear **Dr. Tulin**,

This is in relation to the transfer of Ms. Jennifer Tinaja, former clerk of PhilRootcrops to the Cash Division as AA III. The management of PhilRootcrops is very happy for Ms. Tinaja's career advancement. However with her transfer, she also left behind several duties and functions as the center's clerk and alternate deputy document records controller (Alternate dDRC). Currently, these obligations are being handled by Ms. Socorro B. Teodosio, our Administrative Aide IV. Despite Ms. Teodosio's perseverance and dedication, it has been difficult for her to accomplish all the designated tasks due to the existing administrative functions originally assigned to her which includes:

- Acts as Deputy Document and Records Controllers (dDRC)
- Prepares financial documents and other typing requests (cash advances, payment vouchers, liquidation, purchase requests, RIS, DTR, application for leave, travel requests, trip tickets, job orders, etc.)
- Files, retrieves and archives records (communication, memoranda, memo circular, research proposals, PhilRootcrops staff's personal records)
- Monitor/records daily expenditures of PhilRootcrops projects under trust and outside funded research
- Checks and prepares bills/payments of photocopying services, use of PhilRootcrops vehicles, and use of training hall
- Coordinates and records assigned activities of other clerks
- Photocopy/riso documents and attends to telephone calls
- Assists in serving snacks to visitors/meetings

PhilRootcrops is one of the largest research center here in the university, and with the number of research projects and researchers to be catered, we strongly believe that there is a need for additional manpower to perform the administrative services vacated by Ms. Tinaja. With this, we would like to request your kind office to allow PhilRootcrops to hire a clerk on a job order basis with a daily wage rate of Php 553.40 for a maximum of 15 days of service per month. He/she is expected to perform the functions and deliver the following outputs:

- Helps the center's current dDRC in issuing, maintaining, retrieving, and controlling controlled documents
- Helps in typing research proposals, quarterly, mid-year and year end reports

- Helps in typing reimbursement, pre-payments, PRDs, travel order and trip tickets, compensatory day off of PRDC permanent staff
- Updates and stencils office forms for reproduction
- Serves snacks during office meetings, trainings, and other Center activities
- Performs other tasks assigned by the supervisor

We really appreciate for a positive response to this request. Thank you very much.

Very truly yours,

LISA I. ARCE
Assistant Director

EDGARDO E. TULIN
Director

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Res, Ext. & Innovation

DANIEL LESLIE S. TAN
VP for Administration and Finance
& Chairman, NAPB

Approved:

EDGARDO E. TULIN
President