



May 18, 2023

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

Dear Dr. Tulin:

This is to recommend the renewal of appointment of casual employee of ITEEM – VSU effective July 01, 2023 to December 31, 2023.

Name	Position Title	Daily Rate	Source of Funds
CECILIO M. BENITEZ	Administrative Aide I	590.91	General Fund A.I.A

Very truly yours,

ELIZA D. ESPINOSA
Director, ITEEM

Availability of Appropriation/Funds

Personnel Clearance:

ALICIA M. FLORES
Head, Budget Division

HONEY SOFIA V. COLIS
OIC Director, ODHRM

Recommending Approval:

MARIA JULIET C. CENIZA
Vice President for Research, Extension & Innovation

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Approved:

EDGARDO E. TULIN
University President