



November 3, 2022

DR. EDGARDO E. TULIN

University President
Visayas State University
Baybay City, Leyte

Dear Dr. Tulin:

We wish to recommend the renewal of appointment of **Mr. Orlan C. Capin** for the position of **Administrative Aide III** for the Institute of Tropical Ecology and Environmental Management (ITEEM) with the daily rate of **SIX HUNDRED FORTY TWO PESOS & 05/100 ONLY** (P 642.05) effective January 1, 2023 to June 30, 2023.

Please see attached paper for his duties and responsibilities.

Very truly yours,

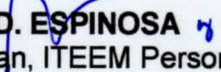
ITEEM Personnel Committee:


JIMMY O. POGOSA
Committee Member

SENONA A. CESAR
Committee Member

MARLITO M. BANDE
Committee Member

HUMBERTO R. MONTES, JR.
Committee Member


ELIZA D. ESPINOSA
Chairman, ITEEM Personnel Committee
& Director, ITEEM

Availability of Appropriation/Funds

Personnel Committee:

ALICIA M. FLORES
Head, Budget Division

HONEY SOFIA V. COLIS
OIC Director, ODHRM

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN
University President