



25 August 2022

**Dr. EDGARDO E. TULIN**

President

Visayas State University  
Baybay City, Leyte

Thru: **Dr. DANIEL LESLIE S. TAN**  
Vice President for Admin & Finance and  
Chairman, Non-Academic Personnel Board

Dear **Dr. Tulin**:

The Department Personnel Committee would like to request your good office to **hire one (1) administrative aide (lab technician)** in Regular or Job Order status who will do the maintenance, safekeeping, and troubleshooting of our equipment and instruments in the laboratories. The technician will also aid in conducting laboratory activities in the following courses: NWP model simulations, GIS operation, AutoCAD, Programming (Python, MatLab, R Studio, etc.) troubleshooting, and the like. In fact, this will significantly assist our department and the faculty members can fully concentrate on in-class instruction, research, and extension activities.

The Department of Meteorology (DMet) will be in its fourth year of offering the Bachelor of Science in Meteorology degree program this coming 1st Semester A.Y. 2022-2023. We already have a dedicated computer room (EB-201) with 50 units of desktop computers for the meteorology laboratory class and works. This computer room will serve as one of the laboratory facilities of the DMet and will provide, among others, the students a venue for: (1) the simulation of the different Numerical Weather Prediction (NWP) models and (2) the exploration of available tools in weather map analysis.

Currently, the department have only two (2) administrative staffs: one (1) clerk who serves as the dDRC and performs clerical tasks, and one (1) utility/messenger who assists and maintains the cleanliness of the two (2) classrooms, one (1) faculty room, one (1) admin office, and serves as the messenger and property custodian of the department. With the implementation of face-to-face classes, the department is expecting to cater at least 80 students and most of their courses involve the use of computers. Hence, we request for additional support staff to serve as the lab technician of the department.

Hoping for your utmost consideration in this request. Thank you.

Very truly yours,

**CHARLIE S. ANDAN**  
Head, DMet & Chair of DMet Personnel Committee

**DANIEL C. LOR**  
Member

**CHARLIDO S. TORRION**  
Member



Recommending Approval:

**Dr. JANNET C. BENCURE**

Dean, College of Engineering & Technology

**Dr. DANIEL LESLIE S. TAN**

VP, Admin & Finance & Chair NAPB

Approved:

**Dr. EDGARDO E. TULIN**

President