



January 6, 2021

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

Thru: **Dr. Remberto A. Patindol**
Vice President, Administration and Finance

Sir:

The DME Personnel Committee would like to request that we be allowed to hire a replacement to the Job Order Laboratory Technician position vacated by Mr. Emmanuel P. Lesidan effective January 2021. Mr. Lesidan has informed us that he will not be renewing his post due to personal matters. The personnel will perform the following functions:

1. Takes responsibility for the general cleanliness in the DME office and workshop area,
2. Takes responsibility in issuing, receiving, monitoring and safe keeping of hand tools, power tools and other equipment in the workshop,
3. Monitors and reports any damages on workshop tools,
4. Assists the instructors in the preparation of instructional materials and using the workshop tools, machineries and equipment, and
5. Performs other functions as assigned by the Department Head.

Your positive response would be appreciated. Thank you very much.

Sincerely yours,

PHILIP CAESAR L. EBIT
Member

RONARD G. PAÑA
Member

TRIPONIO O. SOLARTE JR.
Member

JUNDY R. CASTIL
Chairman/Head

Noted:

ROBERTO C. GUARTE
College Dean, CET

Recommending Approval:

REMBERTO A. PATINDOL
Vice President, Administration and Finance

Approved:

EDGARDO E. TULIN
University President