



January 1, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of the said casual employee of the Office of the Head of Cash effective **January 1, 2022 to June 30, 2022.**

NAME	POSITION TITLE	DAILY RATE	SOURCE OF FUND
Jennifer G. Tinaja	Adm. Aide III	616.91	General Fund

Very truly yours,


QUEEN EVER Y. ATUPAN

Head, Cash Office

Availability of Funds:

ALICIA M. FLORES

Budget Officer

Recommending Approval:

DANIEL LESLIE S. TAN

Vice-President for Administration and Finance

Noted:

HONEY SOFIA V. COLIS

OIC Director for Human Resource
Management

Approved:

EDGARDO E. TULIN

President



Management
System
ISO 9001:2015
www.tuv.com
ID 910866748

Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

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