



June 11,2024

DR. PROSE IVY G. YEPES

OIC, University President Visayas State University Baybay City, Leyte

Dear Dr. Yepes:

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 SIXTY SEVEN PESOS & 18/100 ONLY** (P 667.18) effective July 01, 2024 to December 31, 2024.

Please see attached paper for his duties and responsibilities.

Very truly yours,

ITEEM Personnel Committee:

ANGELITA B. ORIAS

Committee Member

TEOFANES A. PATINDOL

Chairman, ITEEM Personnel Committee & Director, ITEEM

Availability of Appropriation/Funds

ALICIA M. FLORES

Head, Budget Division

Recommending Approval:

ELWIN JAY V. YU

Vice President for Administration and Finance

KLEER JEANN G. LONGATANG

Committee Member

Personnel Committee:

HONEY SOFIA V. COLIS

Director, ODHRM

Approved:

PROSE IVY G. YEPES University President

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

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