



March 16, 2022

EDGARDO E. TULIN

President

Visayas State University

THROUGH: **HONEY SOFIA COLIS**
OIC-Director, ODHRM

Dear Dr. Tulin,

I would like to take the opportunity to offer an official recommendation for **MR. MARLON DAMPIOS** as a regular employee to the Office of the Director of NSTP. I have known Mr. Dampios for almost a decade in the University when I served in various capacities as CWTS team coordinator in 2013 until recently as NSTP Director. Records will show his more than a decade of excellent service in the NSTP Office. I feel that he is a deserving candidate for the overdue promotion.

Mr. Dampios joined the NSTP Office in June 2011 as an administrative aide on a job order status; with his immense knowledge over the subject and skilled abilities in his work, the office has an organized system. He has been proving his disposition to carry out assigned tasks as administrative aide as well as CWTS coordinator with his excellent qualities. He has been an enthusiastic, inspiring and motivating administrative assistant. He has strong dedication and takes incredible initiative to do work effectively and efficiently.

I believe that Mr. Dampios has all the abilities and qualities which are required for the position of a regular employee. **I highly recommend Mr. Marlon V. Dampios for the responsible post of a regular administrative assistant and hope that you will carefully consider this letter of recommendation.**

Very truly yours,

JOY A. BELLEN

Director, NSTP Office and

Coordinator, CWTS

Recommending Approval:

ALELI A. VILLOCINO

Vice-President for Students Affairs
and Services

Approved:

EDGARDO E. TULIN

President