



December 14, 2021

DR. EDGARDO E. TULIN
University President
Visayas State University
Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of casual employee of ITEEM – VSU effective January 1, 2022 to June 30, 2022.

Name	Position Title	Daily Rate	Source of Funds
CECILIO M. BENITEZ	Administrative Aide I	547.00	General Fund

Very truly yours,

ELIZA D. ESPINOSA
Director, ITEEM

Availability of Appropriation/Funds

ALICIA M. FLORES
OIC, Head Budget Division

Recommending Approval:

MARIA JULIET C. CENIZA
Vice President for Research, Extension & Innovation

Noted by:

HONEY SOFIA V. COLIS
OIC Director, ODHRM

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Approved:

EDGARDO E. TULIN
University President