



December 27, 2021

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

Dear Dr. Tulin:

This is to recommend the appointment/renewal of casual employee of the Office of the Dean of Students effective January 1, 2022 until June 30, 2022 unless sooner terminated or revoked by authorities and subject to availability of funds.

<u>Name</u>	<u>Position Title</u>	<u>Daily Rate</u>	<u>Source of Fund</u>
Ms. Meriam M. Luna	Administrative Aide-III	P 616.91	General Fund

Very truly yours,

MANOLO B. LORETO, JR.
Dean of Students

Availability of appropriation/funds:

ALICIA M. FLORES
OIC Head, Budget Office

Recommending Approval:

DANIEL LESLIE S. TAN
Vice Pres. for Administration & Finance

Personnel Clearance:

HONEY SOFIA V. COLIS
Officer-in-Charge, HRMO

Approved:

EDGARDO E. TULIN
President