



July 21, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Daniel Leslie S. Tan**  
Vice President, Administration and Finance

Dear Sir:

May we request back at least one casual position to be assigned to VSU-Cebu Lodging House for its caretaker.

We used to have two casual positions enjoyed by our previous caretakers, namely Mrs. Isabelita Sedrome and Ms. Lenita Caintic. The former had the original position title of Guesthouse Caretaker and the latter held an administrative aide position. Said employees carried their respective positions as they transferred to VSU-Main.

Three reasons we forewent replacement of said position early. One, first two years and seven months of the current caretaker was considered her probationary period. This is to determine if she is suitable and allowed to continue. Two, the stoppage of lodging operation due to building renovation. And three, another stoppage due to COVID-19. After almost six years of serving and considering the lodging function of the VSU Cebu Office is back and functional, we would like to request that at least one casual position will be given back to the office.

We intend to commensurate the extensive responsibilities attached to being a lodging house caretaker. Note that lodging accommodation in Cebu is inherently a regular service. Its ultimate function is to ensure continuous, and day-to-day accommodation is made available and ready for staff, students, alumni, and other guests who are in transit in Cebu City. Granting this request would help a lot in achieving this mission.

Thanks for your usual support to our office.

Respectfully yours,

  
**NEVIN A. PACADA**  
Head, VSU-Cebu

Noted:

Approved by:

**RYSAN C. GUINOCOR**  
Director for Administrative Services

**EDGARDO E. TULIN**  
President

cc. ODHRM