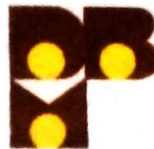




**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF BUSINESS  
AND MANAGEMENT**  
Visca, Baybay City, Leyte, PHILIPPINES  
Tel :+63 53 5650600 Local 1018  
Email: information@vsu.edu.ph  
Website: www.vsu.edu.ph

September 29, 2020

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

Through: **Dr. Remberto A. Patindol**  
Vice President for Administration and Finance



Dear Dr. Tulin:

The Department of Business and Management (DBM) Personnel Committee would like to recommend MR ALAN M. PIAMONTE, our current Job Order Utility Worker-Messenger, to a casual utility worker position in the university.

Mr. Piamonte has been working in the Visayas State University as a Utility Worker for almost seven years. He joined the Department of Liberal Arts and Behavioral Science in 2012 up to 2018 but was separated from service in 2019 due to budget constraints. He rejoined the department in January 2020 but the recent reassignment of Job-Order workers in the university brought Mr. Piamonte to the Department of Business and Management while serving part-time the College of Management and Economics office. In his few months at DBM, Mr. Piamonte has already demonstrated dedication to his assigned tasks and has shown willingness to work extra hours and days when his services are needed. With his meek personality, Mr. Piamonte has developed good interpersonal relationship with the people at DBM.

In this connection, we strongly recommend that this time, he will be given a casual utility worker position in the Department of Business and Management given that he ranked fourth during the previous ranking of Job Order workers where only the first three were granted the position. We strongly express our need also for a casual utility worker-messenger since the Department of Business and Management and the College of Management and Economics are academic units with the biggest number of enrollees in the university and therefore have relatively more transactions and documents to process that require the regular services of a utility worker-messenger.

We would like to thank you as we look forward to the approval of this request.

Very truly yours,

DEPARTMENT OF BUSINESS AND MANAGEMENT PERSONNEL COMMITTEE

**ANGELITA L. PARADERO**  
Member

**ARGINA M. POMIDA**  
Member

**NILDA T. AMESTOSO**  
Chairman

Recommending Approval: (NAPB Res. at the back)

**REMBERTO A. PATINDOL**  
Vice President for Administration and Finance

Approved:

**EDGARDO E. TULIN**  
President

E:\SO. filedup. endorse. recommend



**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge  
and innovative technologies for sustainable communities and environment.

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v0 05-04-2020

No.



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non-Academic Personnel Board Meeting  
Nov. 12, 2020 at 8:30 AM  
via Google Meet ([meet.google.com/qjz-cwon-itf](https://meet.google.com/qjz-cwon-itf))**

The recommendation of DBM Personnel Committee to a casual utility worker position of Mr. Alan M. Piamonte, the current JO utility-messenger, was presented and deliberated.

Thereupon, below is the NAPB action which was approved by the University President.

**NAPB Resolution No. 225**

Series of 2020

Action held in abeyance until the final list of casual and contractual employees sufficient to the lump sum allocation will be finalized.

November 12, 2020

Certified True and Correct:

  
**HONEY SOFIA V. COLIS**  
NAPB Secretary

cc: **Dr. Nilda T. Amestoso, Head, DBM**  
**Dr. Lourdes B. Cano, Director, ODHRM**