

August 08, 2024

MS. HONEY SOFIA V. COLIS

Director, ODHRM

Visayas State University

Dear Ms Colis:

This is to favorably recommend to you Mr. Roel Loreto for the position of Administrative Aide I in VSU Integrated High School unit. Mr. Loreto is presently the Job Order position of the VSUIHS for more than two (2) years now. He is assigned to do all the painting and carpentry works inside the VSUIHS premises. As of now, he was the one who was trained in behalf of the position of Mr. Jose Roldan Garcitos to do the messengerial works. I have personally observed him as the direct supervisor that he works diligently in accomplishing his tasks even beyond the prescribed working period. He can easily comprehend instructions and work with less supervision. He possesses a good skill in painting and other related works. Moreover, he is a team player who help his co-workers in completing the task assigned to them.

I hope that this recommendation merits your consideration.

Thank you so much and more power.

Respectfully yours,


SHALOM GRACE S. VEGA

Principal, VSUIHS

Noted by:


DR. BAYRON S. BARREDO

Dean, DTE *CE*