

November 17, 2025

DR. PROSE IVY G. YEPES

University President
Visayas State University
Baybay City, Leyte

Dear Dr. Yepes

We wish to recommend the renewal of appointment of **Mr. Orlan C. Capin** for the position of **Administrative Aide III** for the Institute of Tropical Ecology and Environmental Science (ITEES) with the daily rate of **SIX HUNDRED NINETY THREE PESOS & 86/100 ONLY (P 693.86)** effective January 01, 2026 to June 30, 2026.

Please see attached paper for his duties and responsibilities.

Very truly yours,

ITEES Personnel Committee:


ELIZA D. ESPINOSA
Committee Member


ANGELITA B. ORIAS
Committee Member


TEOFANES A. PATINDOL
Chairman, ITEES Personnel Committee
& Director, ITEES

Availability of Appropriation/Funds

ALICIA M. FLORES
Head, Budget Division

Recommending Approval:

MOISES NEIL V. SERIÑO
Vice President for Administration and Finance


KLEER JEANN G. LONGATANG
Committee Member

Personnel Committee:

HONEY SOFIA V. COLIS
Director, ODHRM

Approved:

PROSE IVY G. YEPES
University President



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