



June 9, 2022

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

Thru: **Dr. Daniel Leslie S. Tan**
Chairman, Non-Academic Personnel Board &
Vice President for Administration and Finance
VSU, Baybay City, Leyte

Dear Pres. Tulin:

We would like to request for two (2) plantilla positions for our two administrative staff. We badly need their services in supporting the different functions of the Department of Agronomy.

One of the administrative staff is the Laboratory Aide. Having a regular Laboratory Aide is indeed necessary in order to maintain and monitor the laboratory equipment and facilities. This staff will also facilitate and assist in the conduct of laboratory classes and at the same time act as Assistant dDRC in ISO related matters and other accreditation.


The other administrative staff will act as our clerk and dDRC to assist regularly the clerical work and other important administrative functions in the department. Having a regular support staff is essential to keep documents in order especially for accreditation and evaluation.

Thank you very much for your continued support.

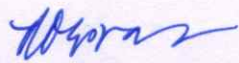
Very truly yours,

DA Non-Academic Personnel Committee:


BERTA C. RATILLA
Member


ULYSSES A. CAGASAN
Member


ED ALLAN L. ALCOBER
Member


RUTH O. ESCASINAS
Chairman, NAPC & Head, DA