



VISAYAS
STATE UNIVERSITY



**PROCUREMENT
OFFICE**

28 November 2024

DR. PROSE IVY G. YEPES

President

Visayas State University,
Visca, Baybay City, Leyte

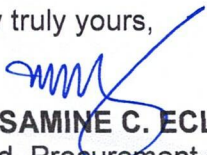
Dear **Dr. Yepes**:

This is to recommend the appointment of the following casual employee of the Procurement Office effective 01 January 2025 until 30 June 2025, to wit:

Name	Position Title	Daily Rate	Source of Fund
Lester G. Layola	Admin. Aide III	693.86	General Fund

Thank you very much.

Very truly yours,


JESSAMINE C. ECLEO
Head, Procurement Office

Availability of Funds:


ALICIA M. FLORES
Head, Budget Office

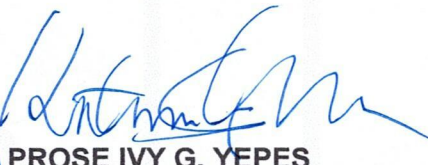
Recommending Approval:


ELWIN JAY V. YU
VP for Administration & Finance

Noted:


HONEY SOFIA V. COLIS
Director for Human
Resource Management

Approved:


PROSE IVY G. YEPES
President

PROCUREMENT OFFICE

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