



**DEPARTMENT OF CIVIL ENGINEERING
COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**



June 8, 2022

Dr. Rossana Marie C. Amongo

Dean

College of Engineering & Agro-Industrial Technology

University of the Philippines Los Baños

Subject: Request to Hire Non-UPLB Personnel as Full-time Project Staff

Dear Dean Amongo,

Greetings!

I am hereby requesting your kind approval for the hiring of Mr. Arbyn Acosta, a non-UPLB Personnel who will be working as a full-time Information Technology Officer I for a UPLB-DOST-PCIEERD Project entitled “Activity-Based Modeling for Transport Last Mile Mobility and Decision Support System for COVID-19 Pandemic (ACTS)”, with a project duration of 10 months (01 January 2022 to 31 October 31 2022). The duration of work will be for a period of four (4) working months, from 01 July 2022 to 31 October 2022. Mr. Acosta will receive a monthly salary rate of Php59,802.00 based on DOST Grants-in-aid (GIA) rates for 2022, charged against Fund Code: N832932.

Thank you for your kind support and approval!

Respectfully yours,

Conforme:

Dr. Ma. Bernadeth B. Lim

Project Leader ACTS

Assistant Professor

Department of Civil Engineering

Arbyn Acosta

Information Technology Officer I

Endorsed by:

Asst. Prof. Jedidiah Joel C. Aguirre

Chair - DCE

Approved by:

Dr. Rossana Marie C. Amongo

Dean - CEAT