



**VISAYAS**  
STATE UNIVERSITY



**INSTITUTE FOR STRATEGIC  
RESEARCH AND DEVELOPMENT  
STUDIES**

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**November 2, 2022**

**MS. HONEY COLIS**

OIC Head

PRPEO

Visayas State University

Visca, Baybay City, Leyte

**Attention: Ms. REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

**Re: Request for details of Compensatory Day-off and Vacation Leave**

**Dear Ms. Colis:**

Warm greetings!

I am kindly requesting the computation of my leave credits for CDO, and VL since those are not yet updated in my HRIS portal. I already sent a similar request via email in August and September 2022 but I received no response yet. I think it was because I sent it to Ms. Carren Vilbar, and she is not the in-charge of the leave matters. I also sent requests and made follow-ups through the IP of Mr. Ernesto Gonzaga, our admin, but no clear answer was given to us.

Hoping for your attention on this request.

Thank you very much.

Sincerely,

**Gina A. Delima**



Management  
System  
ISO 9001:2015  
Approved by TUV Rheinland  
(ID: 312855749)

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1  
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