



January 2, 2022

Dr. EDGARDO E. TULIN

President

VSU, Baybay City, Leyte

Thru: **Dr. ELWIN JAY V. YU, M.D.**

Chief VSU Hospital/ USHER

Dear Dr. Tulin:

Good day.

This is to request a work from home arrangement (WFH) effective January 3 – 14, 2022 due to health reasons. Please be informed further that I am scheduled to retire from work as Forest Ranger of the Department of Forest Science (DFS) effective January 16, 2022.

Hoping for your favorable action in this regard.

Very respectfully yours,

JAIME B. BERONDO

Forest Ranger

ANATOLIO N. POLINAR

Head, DFS

Recommending Approval:

DENNIS P. PEQUE

Dean, CFES

Approved:

EDGARDO E. TULIN

President