



21 January 2022

**DR. EDGARDO E. TULIN**

President

**Dear Dr. Tulin,**

Good day, Sir!

The undersigned respectfully submits to your good office the following alternative work arrangements of CVM per MC. No. 10, Series of 2022 starting 24 January 2022 to 18 February 2022. This also includes members of CVM faculty and staff who will be continuously reporting to office due to their nature of work and other pertinent responsibilities as provided in the said memorandum.

**Reporting Schedule of CVM Faculty and Staff from Jan. 24, 2022 to Feb. 18, 2022**

<b>Jan. 24-28, 2022:</b> All CVM faculty are reporting to office daily		
<b>Jan. 31 to Feb. 4, 2022:</b> First Group	Delfin E. Cabardo, Jr. Shebelle A. Cueva John Philip Lou Lumain Hexelsa Joy C. Nuñez	Shiela R. Rabe Ana Marquiza M. Quilicot Harvie Portugaliza Eugene B. Lañada
<b>Feb. 7-11, 2022:</b> All CVM faculty are reporting to office daily (Enrollment Week)		
<b>Feb. 14-18, 2022:</b> Second Group	Agnes M. Taveros Lotis M. Balala Marjorie Amoto	Carl Leonard M. Pradera Ma. Delia Pagente
Note: On Feb. 18, 2022, all CVM faculty involved in student theses have requested to report to office to attend to thesis defense.		

**Reporting continuously:**

1. Mr. Edgar Rontal, Mr. Gencio Almonite, Mr. Mario Pabroquez - Utility workers/Animal caretakers
2. Dr. Heherson Luza, Dr. Bianca Therese Ymas, and Dr. Mark Ed Janier- Science Research Assistants
3. Mr. Joel M. Israel, Mr. Noel Bustillo, and Glaidyll Gabi - Clerk, Utility/AACCUP Staff
4. Dr. Santiago T. Peña, Jr. - Dean

Kindest regards,

  
**SANTIAGO T. PEÑA, JR.**  
Dean