



January 23, 2022

Dr. EDGARDO E. TULIN

President, VSU

Dear *Dr. Tulin*:

My choicest greetings!

Relative to our work arrangement for the period of **January 24-February 4**, the Office of the Dean of Students (ODS) will observe the following skeleton work arrangements as shown below

A. Skeleton work arrangement for Staff at ODS

Name of Staff	Jan 24-28					Jan 31-Feb 4				
	M	T	W	Th	F	M	T	W	Th	F
Manolo B. Loreto	SL									
Chona A. Brit										
Junito A. Panonce										
May C. Pascual										
Mary Ann G. Cobico										
Christy Cyrene T. Tauy										
Meriam M. Luna										
Junard C. Gucela (JO)										
Pedro O. Alkuino										

Note: Blank means work from home scheme and Green means report to office

B. Work schedule for Dorm Maintenance Personnel (Jos)

Name of Staff	Jan 24-28					Jan 31-Feb 4				
	M	T	W	Th	F	M	T	W	Th	F
Genaro Achecoso										
Arnel Oquias										
Roel Loreto										
Aljir Taripi										

Thank you so much and more power.

Respectfully yours,

MANOLO B. LORETO, JR.

Dean of Students