

July 31, 2023

MRS. HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Mrs. Colis:

The result of the audit of the vacation and sick leave balances of Associate Professor Manolo Bacusmo Loreto Jr. as of May 18, 2023, are as follows:

I am returning herewith the leave records of Associate Professor Manolo Bacusmo Loreto Jr after conducting verification per OP Memo No. 417 s 2019 dated November 28, 2019.

The attached documents are as follows:

1. Leave Record
2. Leave file folder
3. Service Record
4. Audited VL/SL balance.

I hope you find them in order.

Respectfully yours,



MARIA TERESA A. CRUZ
Head

INTERNAL AUDIT SERVICE

Visayas State University, ViSCA, Baybay City, Leyte
Email: internal.audit@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1045



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