



January 18, 2023

**DR. DANIEL LESLIE S. TAN**

Vice President for Administration and Finance  
Visayas State University  
Visca, Brgy. Pangasugan, Baybay City,  
Leyte

Dear Sir:

May our Almighty God bless you.

We would like to request approval from your good office to maintain the 22 days allowed to report of our five Job Order personnel namely Ms. Karen Sendrome, Mr. Jumari Baslan, Ms. Lalaine Dy, Ms. Rose Anne N. Sacro and Ms. Mari Angela M. Oppura. This is because the assignments of all our J.O. personnel are direly needed in our day to day transactions as follows:

1. **Karen Sendrome** – is our releasing and receiving in-charge and also assigned to prepare the Reports of Check Issued and Cancelled for PCC and IGP Fund. We cannot leave her post for even a day because of the bulk of our daily vouchers and payrolls that needs to be reviewed and posted to our tracking system.
2. **Jumari Baslan** – is assigned in the preparation of Reports of Check Issued and Cancelled for Trust Fund 184, Trust Fund Cebu, Special Fund Cebu, Senior High Fund, VSU Hospital PF Fund and VSU Hospital Philhealth Fund. He is also the in-charge in the preparation of letter of Introduction for opening new accounts at Land Bank, Preparation of deposit slips and deposit various checks to different banks in Baybay City every day. He also serves as our Alternate employee to prepare PACs and Checks for all these funds including IGP and PCC fund.
3. **Lalaine Dy** – is assigned in the preparation of Reports of Check Issued and Cancelled and the Report of Account and Debit Advice Issued for Special Fund 164. The volume of our STF164 daily transactions also demands a daily stamping of supporting documents and daily monitoring of check issuances to cater the weekly submission of the report with complete supporting documents. She also serves as our Alternate employee to prepare PACs and Checks for STF Fund164. In addition, she also verifies and caters the request of our students for clearances, readmissions and others.
4. **Rose Anne N. Sacro** - is assigned in the preparation of Reports of Check Issued and Cancelled, Report of Account and Debit Advice Issued and Summary List of Check Issued for MDS Fund/General Fund. The voluminous MDS daily transactions also demands a daily stamping of supporting documents and daily monitoring of check issuances to cater the weekly submission of the reports with complete supporting documents. She also serves as our Alternate employee to prepare PACs, LDDAP, ACIC and Checks for MDS Fund. On top of this, she also sends emails to all our suppliers with the validated deposit slips and LDDAP for them to send to us the corresponding Official Receipts. Furthermore, she is now being mentored in the preparation of Reports of Collections and Deposits as part of our succession plan to facilitate a smooth turn-over of responsibilities in preparation for the retirement of Ms. Fe Calunangan within this year.