



JUSTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO JUSTIFY that this office requested for the early preparation of the payroll of **Ms. Gilly Mae S. Escasinas**, job order personnel charged to TES ASF, for the month of February and subsequently early release of the check even if the period is not consumed yet. This is because, the TES fund for 1st semester, 2020-2021 which the university received sometimes on October, 2021 is scheduled for liquidation on February 18, 2022. Further, as notified by the UniFAST Region 8 Coordinator and CHED RO8, failure to submit the liquidation report on time is tantamount to exclusion of the university grantees for release of TES and TDP-TES grants for the 1st semester, 2021-2022. Hence, assistance is hereby request to this matter for the benefit of the grantees and to save the name of the university.

Done this 17th day of February, 2022 at the Visayas State University, Baybay City, Leyte.

MANOLO B. LORETO, JR.
Dean of Students & Focal Person
for TES & TDP