



March 2, 2022

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

Dear Mrs. Colis,

Submitting herewith the leave record of Dr. Eutiquio Estenzo Sudaria after a thorough audit/review of his vacation/sick leave balance per OP Memo No. 417 s 2019 dated November 28, 2019.

Herewith, I am returning his folder documents as follows:

1. Leave Record
2. Copy of leave applications
3. Original project appointments from 1989 to 2021

I am submitting the results of audit with the verified VL/SL balance as of December 28, 2021.

Pls feel free to contact me at my office should you have any clarifications. I am available from 8:00am until 5:00pm on weekdays only except holidays.

I hope you find them in order.

Yours respectfully,


MARIA TERESA A. CRUZ
Head