



February 27, 2024

Dr. Daniel Leslie S. Tan
OIC President
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tan**:

This is to submit the 2024 Compensatory Day-Off (CDO) schedule of the following faculty members for approval per Board Resolution No. 103 series of 2002:

NAME OF FACULTY (On Vacation-Sick Leave Status Only)	AVERAGE TOTAL WORKLOAD*	NO OF DAYS EQUIV.	INCLUSIVE DATES FOR CDO
Merry Jean A. Caparas	29.74	10	May 6-10, 13-17
Gina A. Delima	36.63	10	Apr.1-3; May 27-31; Sept.16-17
Lilian B. Nuñez	42.14	10	July 8-12; December 11-12; December 23, 26, 27
Maria Aurora Teresita W. Tabada	42.46	10	March 15, 18-19; April 18-19; May 16-17; June 21; July 11-12

* Average Total Workload is based on the Approved Second Semester 2022-2023 and First Semester 2023-2024 Individual Faculty Workload Record

Very truly yours,

LILIAN B. NUÑEZ
Institute Director

Recommending Approval:

MOISES NEIL V. SERIÑO
College Dean

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

APPROVED:

DANIEL LESLIE S. TAN
OIC University President

