



November 29, 2022

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 Professor Julie Diamante Tan as of July 5, 2021, are as follows:

The accumulated Vacation Leave balance is 17.047 days

The accumulated Sick Leave balance is 178.164 days

The total accumulated vacation and sick leave balance are **195.212 days.**

I am returning herewith the leave records of Professor Julie Diamante Tan 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