



January 28, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Victor B. Asio**
College Dean

Dr. Beatriz S. Belonias
VP for Academic Affairs

Dear Dr. Tulin:

Greetings!

In relation to the Memorandum Circular No. 10, I would like to submit the work from home schedule of the department effective January 31, 2022.

Name of Faculty	Work from Home Schedule	Report to office schedule
1st Group		
Ivy C. Emnace Eileen B. Bandalan Jocelyn G. Daclag Julious B. Cerna	January 31- February 4, 2022 February 14-18, 2022	February 7, 11, 2022 February 21-25, 2022
2nd Group		
Lorina A. Galvez Inish Chris P. Mesias Lynette C. Cimafranca Felix J. Amestoso	February 7-11, 2022 February 21-25, 2022	January 31- February 4, 2022 February 14-February 18, 2022

Sincerely,


LORINA A. GALVEZ
Department Head

Recommending Approval:

VICTOR B. ASIO
College Dean

BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:

EDGARDO E. TULIN
President

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.