



15 February 2022

DR. DANIEL LESLIE S. TAN

Vice-Pres. for Admin. and Finance and
Chairperson, Non-Academic Personnel Board (NAPB)
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan:

Good day!

This pertains to the Contract of Service of Ms. Ederlina S. Diano which will expire at the end of this month. I would like to request for an extension of her service until April 30, 2022 due to the following reasons:

1. Budget Office is underman since Ms. Teresita G. Manatad retired last January 30, 2022 and we are waiting for her replacement. The position vacated is for STF Fund. It has several transactions that needs attention and somebody has to focus on this.
2. In addition, Ms. Sheryl S. Bagarinao who is our new employee is pregnant and her present situation is sensitive. She is advised by her OBGyne for a bed rest for few months considering that this is her first pregnancy and on her first trimester.

Hoping for your favorable endorsement.

Thank you.

Very truly yours,


LOUELLA C. AMPAC *2/15/22*
Financial Management Director