



23 December 2021

**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:**

Merry Christmas!

This pertains to the Contract of Service of Ms. Ederlina S. Diano which will expire on December 31, 2021. I would like to request for an extension of her service until February, 2022 due to the following reasons:

1. Ms. Sheryl S. Bagarinao reported to work at the Budget Office on December 20, 2021 and there is limited time to train her, considering that we have voluminous transactions in the last weeks of December.
2. Ms. Diano needs to encode 2022 allotments in the BAOM.
3. Focus on mentoring Ms. Bagarinao.
4. Act as reliever of Ms. Teresita G. Manatad who will retire on January 31, 2022.

Hoping for your favorable response.

Thank you.

Very truly yours,

**LOUELLA C. AMPAC**

Financial Management Director