



June 24, 2022

DR. DANIEL LESLIE S. TAN
Vice President for Administration and Finance
Visca, Baybay City, Leyte

Dear Dr. Tan:

In view of OP Memorandum Circular No. 70 series of 2022, I would like to request my job order, Leonardo S. Toraja Jr, to have 22 working days for this contract period from July 1 to December 31, 2022. Our office encountered difficulty for a year due to a load of outdoor activities that needed to be accomplished.

Since we are still undermanned, I humbly request the approval of 22 work days for Mr. Leonardo S. Toraja Jr.

Your favorable response to this request is highly appreciated.

Very truly yours,

MARIA TERESA A. CRUZ
Head

Noted by:

ALLEN GLENNIE P. LAMBERT
Executive Secretary

Approved / Disapproved:

DANIEL LESLIE S. TAN
VP for Admin and Finance