



December 2, 2021

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte
6521

Thru: **DR. BEATRIZ S. BELONIAS**
Vice-President for Academic Affairs and
Chairperson, Academic Personnel Board

Dear Dr. Tulin:

Greetings!


We would like to inform you that **Prof. Hannah Rissah F. Abad**, faculty of the Department of Physics, who is currently on extended maternity leave, is requesting to adopt the work from home scheme for December 2021 based on OP Memo Circular No. 111, s. 2021 because of health risk concerns for her newborn baby during this COVID-19 pandemic (please see the attached file). Her maternity leave extension is due to expire on December 8, 2021.

In line with this, the Department of Physics personnel committee would like to recommend her request for your approval.

We are hoping for your favorable response regarding this matter.

Thank you very much.

Sincerely yours,


REV RHIZZA L. AURE
Head, DPhys and
Chairperson, Personnel Committee


MARLON F. SACEDON
Member


JEFFREY LLOYD L. CAGANDE
Member


FLORENCE ADELYN O. ARMADA-CASTIL
Member

OLIVER D. SEMBLANTE
Member



Noted:

MA. THERESA P. LORETO
Dean, CAS

Recommending Approval:

BEATRIZ S. BELONIAS
Vice-President for Academic Affairs and
Chairperson, Academic Personnel Board

Approved:

EDGARDO E. TULIN
President



November 29, 2021

DR. REV RHIZZA L. AURE

Department Head
Department of Physics
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Aure**,

As you are aware, my extended maternity leave will end on December 8, 2021. In reference to the recent OP Memorandum Circular No. 111, I would like to request to adopt the work from home scheme for the month of December 2021.

Although the number of COVID-19 cases are decreasing in the region, there is still a prevalent risk to children. Since there is still no COVID-19 vaccine available for children, I cannot risk the health of my newborn and hence would like to limit physical contact as much as possible even in the workplace. As I am also exclusively breastfeeding, it will be of great help to the well being of the child as I work at home. Rest assured, I will be working diligently on whatever task assigned to me.

I am hoping for your favorable response regarding this matter. Thank you.

Very truly yours,

HANNAH RISSAH ABAD
Assistant Professor
Department of Physics