



February 2, 2022

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

**Dear Dr. Tulin**

Greetings! I would like to request for a work-from-home set up from February until September 30, 2022 because I am on my first trimester of pregnancy. The WFH arrangement will enable me to take care of my physical health especially that I am experiencing nausea and dizziness, and to avoid the risk of catching Covid infection in the workplace. Attached is the ultrasound result from the OB-GYNE.

Your consideration and positive response to this request will ensure my safety and well-being. Thank you very much.

Very truly yours,

  
**ANGELITA L. PARADERO**  
Head, Department of Business and Management

Recommending approval:

**MOISES NEIL V. SERIÑO**  
Dean, College of Management and Economics

**DR. ELWIN JAY V. YU**  
Head, VSU Hospital

Approved:

**EDGARDO E. TULIN**  
President