



March 17, 2022

**DR. EDGARDO E. TULIN**  
President, VSU  
Visca, Baybay City, Leyte

Thru: **DR. BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

**Dear Sir:**

Please be informed that **Dr. Othello B. Capuno**, the former VSU's Vice-President for Research and Extension, undergone a series of laboratory tests at Ormoc Sugar Planters Association (OSPA) early this month to check for his weight loss for a 1.5 year period.

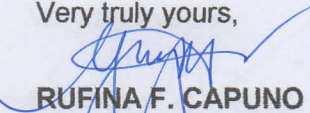
Results showed a problematic mass in one of his internal organs that needs immediate treatment. (Please see attached samples). Our doctor recommends to seek treatment in Manila because better facilities and experts are available.

To provide Dr. Capuno with moral, psychological, and emotional support being his better half, I wish to request that I'll be allowed to go on a Work from Home (WFH) status during his entire medication in Manila effective March 21, 2022 until our return back to VSU.

Rest assured that my main function in teaching having 5 sections handled for this semester plus other assignments can be done remotely will be attended to accordingly.

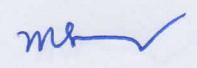
Looking forward to your favorable action regarding this request.

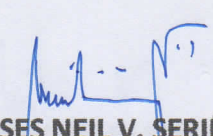
Very truly yours,

  
**RUFINA F. CAPUNO**  
DOE Faculty

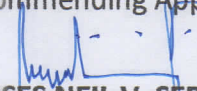
Endorsed by:

  
**MARIA HAZEL I. BELLEZAS**  
Chairman & Head, DoEcon

  
**MA. SALOME B. BULAYOG**  
Member, DPC

  
**MOISES NEIL V. SERIO**  
Member, DPC

Recommending Approval:

  
**MOISES NEIL V. SERIO**  
Dean, CME

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

**EDGARDO E. TULIN**  
President, VSU