



24 May 2021

DR. REMBERTO A. PATINDOL

Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Through: **LOUELLA C. AMPAC**
Financial Management Director

Dear **Dr. Patindol:**

Greetings!

This has reference to the concern of one of our Watchman/Office Intel Mr. Virgilio Cañada regarding his salary. Mr. Cañada is one of our security personnel that is very active in helping or solving incident cases such as stealing, illegal intrusion, illegal firewood picking, and other incident reported by our staff. The salary of DRRM JO personnel is under two categories which are Special Trust Fund and General Fund. Mr. Cañada is under GF and happens to be the only UDRRM personnel left under this source of funding because Mr. Managbanag is now a casual employee and Ms. Pabon has resigned in the service last year which are also both under GF. Mr. Cañada raised his concern that he is always left behind every payday even though both STF and GF's DRRM Job-Order payroll was processed at the admin ahead of time.

In view of the above, I would like to request from your good office if possible, to transfer Mr. Cañadas' charging of salary fund from GF to STF next contract so that all DRRM personnel will be intact in the same source of funding since he is the only one left in all JO's under General Fund.

Thank you and hoping for your favorable action on this request.

Very truly yours,


JULIUS V. ABELA
Head, OUDRRM

Approved:

DR. REMBERTO A. PATINDOL
VP for Admin and Finance