



14 December 2021

DR. EDGARDO E. TULIN

University President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

Good day!

This is to inform your good office that I have filed a leave for December 20-24, 2021 but I am going to report to work for important work related functions that needs my supervision. Hence, this request for a recall of my forced leave.

Hoping for your favourable response.

Thank you.

Very truly yours,

LOUELLA C. AMPAC
Financial Management Director