



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE CASHIER**

1/F Administration Building  
Visca, Baybay City, Leyte, PHILIPPINES  
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June 22, 2022

**DR. DANIEL LESLIE S. TAN**

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

Dear Sir:

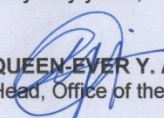
May our Almighty God bless you.

We would like to request approval from your good office to increase the number of days allowed to report from 18 days to 22 days, of our four Job Order personnel namely Ms. Karen Sendrome, Mr. Jumari Baslan, Ms. Lalaine Dy and Ms. Rose Anne Nuñez. This is because the hiring of Collecting Officer/Administrative Officer I as replacement of Ms. Raquel H. Dohiling, is still on process. To this effect, the personnel in the Cash Office find it very hard to distribute her assignments and at the same time cope with our individual workloads. In fact, two of our regular personnel are currently assigned to assist in the collection of income because the number of online transactions on top of the over the counter collections cannot be handled by only one person. In addition, our JO personnel aside from their regular assignments also assist in the preparation of the reports of collection, check payments and LDDAP and other bank transactions including the preparation of daily deposits to various suppliers and other payees. Further, our releasing and receiving in-charge is also a JO personnel and she needs to report every day to cater the bulk of daily documents, vouchers and payrolls.

Hope for your very kind consideration and approval to this request.

Thank you very much.

Very truly yours,

  
**QUEEN-EVER Y. ATUPAN**  
Head, Office of the Cashier

Noted by:

**RYSAN C. GUINOCOR**  
Director for Administrative Services

**LOUELLA C. AMPAC**  
Director for Financial Management

Approved by:

**DANIEL LESLIE S. TAN**  
Vice President for Administration and Finance



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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