



REQUEST FOR LEAVE OF ABSENCE

February 14, 2021


ANABELLA B. TULIN
Dean, Graduate School
VSU, Visca, Baybay City, Leyte

Dear Dr. Tulin:

I wish to request for leave of absence from VSU Graduate School from AY 2021 to 2022, Second Semester because of the following reasons:

I was recently appointed as Records Officer of DPWH Leyte 5TH District Engineering Office. The position carries with it several important responsibilities, such as, among others, the receiving, coding and filing of important documents (Department Issuances), classify and appraise records for inventory and disposition, formulate records retention and disposal schedule as guide to all disposition action on records, and perform other related functions. These responsibilities have corresponding process flows which, in order to effectively and efficiently carry out the same, will require extensive preparation and familiarization. Accordingly, inasmuch as I am looking forward in obtaining my Master's Degree in Management, as soon as possible, it is my belief that I cannot focus on complying its requirements while carrying the responsibilities of my new appointment. Thus, I am respectfully requesting for a leave of absence in order for me to focus on my new appointment and familiarize the same. Thereafter, I will return and finish my Masters.

Very truly yours,


NIÑA MAE C. HERNAEZ
Name and signature

Noted:

ANTONIO P. ABAMO
Chairman, Graduate Advisory Committee
Date: _____

Approved:

ANABELLA B. TULIN
Dean, Graduate School
Date: _____

Distribution of copies: Graduate Student, Registrar, Major Department, Graduate School

* Indicate N/A or NONE for fields not applicable