



August 31, 2022

MRS. HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Mrs. Colis,

The result of the audit of the vacation and sick leave balance of Dr. Lucia Maramara Borines as of January 31, 2022, is as follows:

The accumulated Vacation Leave balance is 116.201 days

The accumulated Sick Leave balance is 306.75 days

The total accumulated vacation and sick leave balance are **422.951.**

I am returning herewith the leave records of Dr. Lucia Maramara Borines after a thorough audit/review per OP Memo No. 417 s 2019 dated November 28, 2019.

The attached documents are as follows:

1. Leave Record
2. Copy of leave applications
3. Service Record
4. Audited VL/SL balance.

I hope you find them in order.

Respectfully yours,

MARIA TERESA A. CRUZ
Head