

April 30, 2025

**Dr. Prose Ivy G. Yepes**

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Yepes**,

This is to submit the 2025 Compensatory Day-Off (CDO) schedule of the following faculty members of this Institute for your approval:

NAME OF FACULTY	AVERAGE TOTAL WORKLOAD*	NO. OF DAYS EQUIVALENT	INCLUSIVE DATES FOR CDO
Ms. Kleer Jeann G. Longatang	54.78	10	<ul style="list-style-type: none"><li>• May 14-16, 22-23</li><li>• September 1-5</li></ul>
Ms. Angelita B. Orias	54.74	10	<ul style="list-style-type: none"><li>• June 13</li><li>• July 18, 21</li><li>• August 12-15 &amp; 22</li><li>• December 26, 29</li></ul>

*\*Average Total Workload is based on the approved 2<sup>nd</sup> Semester 2023-2024 and 1<sup>st</sup> Semester 2024-2025 Individual Faculty Workload.*

Very truly yours,

**TEOFANES A. PATINDOL**

Director

**Recommending Approval:**

**RENEZITA S. COME**

Dean, Faculty of Forestry and  
Environmental Science

**ROTACIO S. GRAVOSO**

Vice-President for Academic Affairs

**Approved:**

**PROSE IVY G. YEPES**

President

