



December 20, 2021

DR. EDGARDO E. TULIN
President
Visayas State University

Dear Dr. Tulin:

Greetings!

I would like to ^{recommend to} recall the forced leave request of **Ms. Honey Sofia V. Colis** and **Ms. Maria Roberta S. Mirafior** on December 20-24, 2021 due to the exigency of their services and other related functions that needs their supervision.

I am hoping for a favorable action to this request.

Very truly yours,

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Approved:

EDGARDO E. TULIN
President