

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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December 20, 2021

DR. EDGARDO E. TULIN President

Visayas State University

Dear Dr. Tulin:

Greetings!

recommend to As

I would like to recall the forced leave request of Ms. Honey Sofia V. Colis and Ms. Maria Roberta S. Miraflor 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

