



December 17, 2021

Dr. EDGARDO E. TULIN

President

VSU, Baybay City, Leyte

Dear Dr. Tulin:

I would like to recommend to recall the application for forced leave of the following administrative staff:

Name	Inclusive Dates of Forced Leave
1. Asilom, Vincent Paul C.	December 27 – 28, 2021
2. Banayag, Alberto N.	December 24, 31, 2021
3. Borneo, Anthony L.	December 31, 2021
4. Burlas, Marlon G.	December 20-24, 2021
5. Caballero, Jaime A.	December 22-24, 27-28, 2021
6. Muaña, Roger T.	December 24, 27-29, 31, 2021
7. Oracion, Roberto I.	December 24, 27-29, 31, 2021
8. Paderes, Veronico R.	December 27-29, 2021
9. Rabanos, Charlito V.	December 21-24, 27, 2021

The recommendation is done due to the exigency of their services and other functions that needs their supervision during the said dates.

Very truly yours,

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN

President