

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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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:

2.	Name Asilom, Vincent Paul C. Banayag, Alberto N. Borneo, Anthony L.	Inclusive Dates of Forced Leave December 27 – 28, 2021 December 24, 31, 2021 December 31, 2021
	Burlas, Marlon G.	December 20-24, 2021
5.	Caballero, Jaime A.	December 22-24, 27-28, 2021
	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



Management System ISO 9001:2015

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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