

OFFICE OF THE HEAD FOR INTERNAL AUDIT

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February 20, 2023

MRS. HONEY SOFIA V. COLIS OIC Director, ODHRM VSU, Baybay City, Leyte

Dear Mrs. Colis:

The result of the audit of the vacation and sick leave balances of Professor Buenaventura

Robolet Dargantes as of December 31, 2019, are as follows:

I am returning herewith the leave records of Professor Buenaventura Bonoist Dargantes after conducting verification per OP Memo No. 417 s 2019 dated November 28, 2019.

The attached documents are as follows:

- Leave Record
- 2. Leave file folder
- 3. Service Record
- 4. Audited VL/SL balance.

I hope you find them in order.

Respectfully yours,

MARIA TERESA A. CRUZ Head



Vision: Mission: