



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 Bonoist 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:

1. 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