



22 December 2021

DR. EDGARDO E. TULIN

University President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

Good day!

I would like to request your approval to recall the services of Mr. Nick Freddy R. Bello, OIC Head-Accounting Office, to work during his forced leave on December 20-23 & 28th, 2021 due to exigency of service "voluminous paperwork" for the closing of book this year end.

Hoping for your favorable action.

Thank you.

Very truly yours,


LOUELLA C. AMPAC 12/22/21
Financial Management Director