

## OFFICE OF THE DIRECTOR FOR FINANCIAL MANAGEMENT

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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 & 28,1,2021 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 23 Financial Management Director

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Vision: Mission: