

November 22, 2024

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Yepes,

This is to submit the Compensatory Day-Off (CDO) schedule for December 2024 of the following faculty members of this Institute, for your approval:

NAME OF FACULTY	AVE. TOTAL WORKLOAD*	NO. OF DAYS EQUIVALENT	INCLUSIVE DATES FOR CDO
Dr. Marlito M. Bande	68.54	10	Dec 23-24, 26-27 and 31, 2024
Dr. Eliza D. Espinosa	57.34	10	Dec 16-20, 23-24, 26, 27 & 31, 2024
Ms. Kleer Jeann G. Longatang	50.81	10	Dec 16-20, 23-24, 26-27, 31, 2024
Ms. Angelita B. Orias	21.33	6	Dec 20, 23, 24, 26, 27, 2024

*\*Average Total Workload is based on the approved 2<sup>nd</sup> Semester 2022-2023, and 1<sup>st</sup> Semester 2023-2024 Individual Faculty Workload.*

Very truly yours,

**TEOFANES A. PATINDOL**  
Director

**Recommending Approval:**

**ARTURO E. PASA**  
Dean, College of Forestry and  
Environmental Science

**ROTACIO S. GRAVOSO**  
Vice-President for Academic Affairs

**Approved:**

**PROSE IVY G. YEPES**  
President

