



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE OF  
**TROPICAL ECOLOGY AND  
ENVIRONMENTAL SCIENCE**

March 3, 2025

**Dr. Rotacio S. Gravoso**

Vice-President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

Dear *Dr. Gravoso*,

In adherence to OP Memorandum Circular No. 43, Series of 2025 (*attached*), **Ms. Janelle G. Asombrado**, a Part-Time Instructor of this Institute, conducted synchronous classes on February 10, 2025, via Google Meet on the following schedule:

Time	Offering No.	Course No.	Descriptive Title	Class Type
08:30 – 11:00	0097	Envi 11	Environmental Science	Lecture
16:30 – 18:00	0099	Envi 11	Environmental Science	Lecture

Additionally, complying with OP Memorandum Circular No. 43-A, Series of 2025 (*attached*), this letter hopes to supplement Ms. Asombrado's compensation requirements for the mentioned date (*OP MC No. 43-A is attached*).

Thank you very much.

Very truly yours,

**TEOFANES A. PATINDOL**

Director

**Noted:**

**RENEZITA S. COME**

Dean  
Faculty of Forestry and Environmental Science

**Approved:**

**ROTACIO S. GRAVOSO**

VP for Academic Affairs



**INSTITUTE OF TROPICAL ECOLOGY AND  
ENVIRONMENTAL SCIENCE**  
Faculty of Forestry and Environmental Science  
Visayas State University, Visca, Baybay City, Leyte  
Email: [iteem@vsu.edu.ph](mailto:iteem@vsu.edu.ph) / [teofanes.patindol@vsu.edu.ph](mailto:teofanes.patindol@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1052/1053/1135



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Page 1 of 1  
**FM-VSU-03**  
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