



March 31, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **DR. ELWIN JAY V. YU**  
Chief Medical Officer

Dear Dr. Tulin

I would like to request for a work-from-home from April 1 to May 13, 2022, due to the bone fracture on my left foot. I had this accident on the night of March 29 (Tuesday) at the stairways near the office of the College of Management and Economics after leaving our office at past 6:00 PM. The accident caused a fracture of the navicular bone on my left foot, which limits my movement. As advised/ recommended by the Orthopedic physician, I need to rest my left leg for 45 days to hasten the healing process.

The X-ray result of my fractured bone provided by VSU USHER and the medical certificate issued by Clinica Gatchalian & Hospital is attached for your reference.

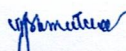
Thank you very much for your consideration and support.

Sincerely,

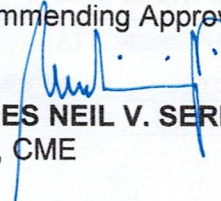
**ELVIRA E. ONGY**

Faculty

Noted by:

  
**ANGELITA C. PARADERO**  
Head, DBM

Recommending Approval

  
**MOISES NEIL V. SERIÑO**  
Dean, CME

**ELWIN JAY V. YU**  
Chief Medical Officer

Approved by:

**EDGARDO E. TULIN**  
President