



DEPARTMENT OF BUSINESS AND MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: + 63 53 565 0600 local 1018 Email: dbm@vsu.edu.ph Website: www.vsu.edu.ph

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

Up Samulana

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



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-VSU-03 v0 05-04-2020 D. 22-14