



June 2, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Baybay City, Leyte

**Dear Dr. Tulin;**

Greetings!

I would like to request for a work-from-home set up for the coming First Semester SY 2022-2023. I am currently pregnant and my attending OB-GYNE recommended limited travel and a work-from-home arrangement. This set-up will enable me to take care of my physical health and to avoid the risk of catching Covid infection while travelling or in the workplace. Attached in this letter are the recommendation of my OB-GYNE and results of my ultrasound.

Your consideration and positive response to this request will ensure me and my baby's safety and well-being.

Thank you very much.

Very truly yours,

**JOVIEL TEVES MONTAÑEZ**

Asst. Prof., Department of Business and Management

Recommending approval:

**BERT C. PEÑALOSA**

OIC Head, Department of Business  
and Management

**MOISES NEIL V. SERINO**

Dean, College of Management and  
Economics

Approved:

**EDGARDO E. TULIN**

President