



November 22, 2022

Dr. Beatriz S. Belonias

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

Subject: Delayed Submission of DTR and Accomplishment Report

Dear Dr. Belonias,

Warm Greetings!

This is about the submission of my monthly DTR and accomplishment report. According to Mr. Carlito Sukanob, our Administrative Staff, I cannot submit the DTR for later months if I have not yet submitted the DTR for the previous months. The main culprit is my June & July incomplete DTR (Please find attached my draft). It took me quite a while before my request for appeal was completed. At first, I was tempted to process it with my handwriting on it. Because of much delay, I just left my In and Out in the morning on July 18 at 7 AM.

So what I am doing lately, I already do the request/an appeal now and then. Unlike before when I used to do it at the end of the month.

Hoping for your kind understanding of the delay.

Thank you very much.

Very truly yours,

MARIA HAZEL J. BELLEZAS
Head, DOE