

OFFICE OF THE HEAD OF **RECORDS AND ARCHIVES**

G/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Phone: (053) 565-0600/ Local: 1065 Email: ohra@vsu.edu.ph Website: www.vsu.edu.ph

Alternative Work Arrangement January 24 – February 18, 2022

	_	Group 1	Group 2
Name of Staff	Status	(1st and 3rd week)	(2 nd & 4 th week)
1. MARIA ROBERTA S. MIRAFLOR	Regular	✓	WFH
2. GRACIANA M. ESPINOSA	Regular	✓	WFH
3. ISABELITA V. SEDROME	Regular	WFH	✓
4. VIRGILIO C. ACILO	Casual	WFH	✓
5. ALEX P. BAGARINAO	Regular	✓	WFH

Legend:

Report to office

WFH - Work-from-Home

Noted:

Approved:

MARIA ROBERTA S. MIRAFLOR Head, Records and Archives

RYSAN C. GUINOCOR OIC Director, ODAS



Vision: