



January 19, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Through: **Ms. Louella C. Ampac**
Director, Office of the Director for Financial Management

Ms. Queen-ever Y. Atupan
Head, Office of the Cashier

Dear **Dr. Tulin**:

I was hired effective December 2020 and approved to be on Work-From-Home until I can safely travel to VSU, Baybay City Leyte since I am currently at El Salvador, Misamis Oriental. Hence, I would like to request that my salary from December 2020 until I will be able to physically report to work will be deposited through my Metrobank account with the following account details: 110-3-11086827-9 BILOCURA CS.

I am hoping for a positive feedback to this request.

Thank you very much.

Very truly yours,

CLEO S. BILOCURA
Instructor I

Noted:

JUNDY R. CASTIL
Department Head

Recommending Approval:

LOUELLA C. AMPAC
Director, Financial Management

QUEEN-EVER Y. ATUPAN
Head, Cashier

Approved:

EDGARDO E. TULIN
University President