

Date : December 4, 2021

To : **EDGARDO E. TULIN, Ph.D.**
University President
Visayas State University



Dear President Tulin,

Greetings!

This is to request from your office to continue my work from home arrangement for December 2021. In line with the family's plan to return to our hometown in Metro Manila for the holidays, we purchased our tickets in advance (departure on December 9, 2021) to avoid the Christmas rush and exorbitant surge in holiday travel prices.

We decided to return home during the Christmas season because it has been two years since we last visited our family members and could not attend five burial ceremonies of our departed close relatives during the pandemic.

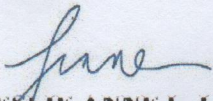
I initially made a letter to our department head Dr. Jett C. Quebec (dated November 29, 2021). However, he informed me today that he cannot decide on this matter right now. Dr. Guiraldo C. Fernandez, our University Secretary, advised me to address this letter to you with the appropriate recommendations from the Academic Personnel Board (APB).

Rest assured that I will continue to do my responsibilities, knowing that it requires an output-oriented work arrangement that delivers results outside our office and accessibility to all the facilities. I will continuously work as a regular employee of the university (through monthly accomplishment reports and signed pledge of confidentiality) and prepare myself to be available during working hours.

During these days, you can reach me at leslie.liwanag@vsu.edu.ph or through my cellphone number. I will return to the office/Baybay City on January 3, 2022. If I will be back sooner or later than the stated date, I will let you know well in advance.

I hope for your kindest consideration and understanding.

Sincerely,


LESLIE ANNE L. LIWANAG, Ph.D.
Assistant Professor
Department of Liberal Arts and Behavioral Sciences
Visayas State University

This is not a reason to be on work from home. We only have specific period for Christmas vacation. This should not be used as a ground for requests for work from home as this will set a very bad precedence to other employees.
LES
12/9/21