



7 September 2022

DR. BEATRIZ S. BELONIAS

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

Dear **Dr. Belonias**:

Greetings.

Informing your office that the following faculty are scheduling their Compensatory Day-Off (CDO) on the following dates and months for year 2022 except the department chair:

Name of Faculty	No. of CDO availed *	Month & Dates	Conformer's signature
1. Charlie S. Andan (<i>current head of the department</i>)	10 days	To be arranged(flexible)	
2. Daniel C. Lor	10 days	Sept 16; 19-21	
		Nov. 14-18	
		Dec 19	
3. Charlindo S. Torrion	10 days	September 26-30	
		October 3-7	

* Source: OVPAA

Very truly yours,

CHARLIE S. ANDAN

Head & Instructor, Department of Meteorology

Recommending Approval:

CHARLIE S. ANDAN

Department Head

JANNET C. BENCURE

College Dean, CET

APPROVED:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs