



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF ECONOMICS

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September 6, 2022

EDGARDO E. TULIN

President

Visayas State University

Baybay City, Leyte

Thru: BEATRIZ BELONIAS

VP - Academic Affairs

VSU, Baybay City, Leyte

Subject: A letter requesting service credit during the Teachers Leave of Ms. Lambert

Dear Dr. Tulin,


Good day! I am writing this letter to formally request your good office to give consideration to **Ms. Babylyn C. Lambert** as she is reporting to the office last July 1- 29, 2022 even though she is on Teacher's Leave. She is reporting to the office as she is extending service on checking outputs (thesis) of her graduating students under her advisory (as SRC chairman and as SRC member). Aside, she is also attending meetings (department and others), and assisting in gathering the necessary documents needed for AACUP compliance of the BSEcon degree program. She also facilitated the face-to-face orientation of the BSEcon 3rd year students on their On-Job Training and help with the preparation of tribute activities for graduating class 2022 in celebration with their parents. She also did comply with the submission of all her grade sheets in all her handled subjects and do review and signing of Table of Specifications (TOS) of our faculty here in the department.

In line with this, I humbly request corresponding appropriate service credit (or any equivalent) that the university can give to her for the services she had provided. You may refer to the attached Daily Time Record (DTR) printed from HRIS as proof of her reported time on and off the office during that said period.

May this request merit approval of your office as my full support to my co-faculty who are willing to extend and render service as the department needs arise. I am looking forward for a positive response to this said request.

Thank you and more power!

Very truly yours,


MARIA HAZEL I. BELLEZAS
Head - Dept. of Economics

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-VSU-03

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