



January 11, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay City, Leyte

Dear Dr. Tulin,

Good day! I am Maria Aries Ortega – Poliquit, I am humbly writing to your kind office to request for a Work-from-Home schedule. I am a part-time instructor effective January 10-28, 2022 from the Department of Business Management, College of Management and Economics; and a resident of Brgy. Sta. Cruz, Baybay City. I have been diagnosed with Obstructive Lung Disease and Hypertension Stage 2 since 2017 although fully vaccinated; I am still considered as a person with health risk. All my medical certificates have been submitted by your truly to our VSU Infirmary. Nevertheless, at times, when my presence will still be required, I am willing to attend. If ever this request is granted, rest assured that my duties and responsibilities will still be fulfilled at the best of my abilities. Please see attached file.

I am hoping for your kind consideration. Thank you so much and God bless!

Very Truly yours,


MARIA ARIES ORTEGA – POLIQUIT
Faculty, DBM

Noted:


ANGELITA L. PARADERO
Head, DBM

Recommending Approval:


MOISES NEIL V. SERIO
Dean, CME

ELWIN JAY V. YU
Head, VSU Hospital

Approved:

EDGARDO E. TULIN
President