



February 9, 2022

HONEY COLIS

Human Resource Management

Visayas State University

Dear Maam,

This is to inform you that one personnel of ILE Office had not reported for duty since the first working day of January. He was assigned in the repair of IT equipment in the person of Reynaldo V. Dosdos and because of this he left a performance loss in the office.

Thank you for your appropriate and favourable action regarding this matter.

Respectfully yours,

LEGARIO B. RAMOS

Unit Head ILE