



December 22, 2022

MRS. HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Mrs. Colis,

The result of the audit of the vacation and sick leave balances of Professor Eugene Baticados Lañada as of February 3, 2022, are as follows:

The accumulated Vacation Leave balance is 160.742 days

The accumulated Sick Leave balance is 478.25 days

The total accumulated vacation and sick leave balance are **638.992 days.**

I am returning herewith the leave records of Professor Eugene Baticados Lañada after conducting verification per OP Memo No. 417 s 2019 dated November 28, 2019.

The attached documents are as follows:

1. Leave Record
2. Leave file folder
3. Service Record
4. Audited VL/SL balance.

I hope you find them in order.

Respectfully yours,

MARIA TERESA A. CRUZ
Head