



September 15, 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 balance of Assistant Professor Vicente Bucog Antipaso as of September 2, 2022, is as follows:

The accumulated Vacation Leave balance is 219.007 days

The accumulated Sick Leave balance is 219.007 days

The total accumulated vacation and sick leave balance are **438.014 days.**

I am returning herewith the leave records of Assistant Professor Vicente Bucog Antipaso after a thorough audit/review per OP Memo No. 417 s 2019 dated November 28, 2019.

The attached documents are as follows:

1. Leave Record
2. Copy of leave applications
3. Service Record
4. Audited VL/SL balance.

I hope you find them in order.

Respectfully yours,

MARIA TERESA A. CRUZ
Head