



December 7, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

This is to submit the 2021 Compensatory Day-off schedule of the following faculty members for approval:

NAME OF FACULTY (on Vacation-Sick Leave Status)	INCLUSIVE DATES	AVERAGE TOTAL WORKLOAD	NO. OF DAYS
Analyn M. Mazo	Dec. 20-24, 27-29, 31	37.15	10
Beatriz S. Belonias	flexible	46.03	10
Senona A. Cesar	Dec. 17, 20-24, 27-29, 31	32.17	10
Julissah C. Evangelio	Dec. 20-21, 27-29 & 31	26.19	10
Art Russel R. Flandez	Nov. 26, Dec. 16-17, 20-23, 27-29	35.82	10
Ris Menoel Modina	Dec. 16, 20-24, 27-29, 31	26.45	10
Fretzeljane O. Pogado	Dec. 2, 20-24, 27-29, 31	23.98	10
Eunice Kenée L. Serioño	Nov. 26, Dec. 13, 15, 17, 23-24, 27-29 & 31	28.93	10

(Based on the Second Semester 2019-2020 and First Semester 2020-2021 Workload Summary from OVPAA)

Very Truly Yours,


ANALYN M. MAZO
Head, DBS

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN
President