



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF METEOROLOGY**  
1/F Annex Engineering Building  
Visca Baybay City, Leyte, PHILIPPINES  
Email: [meteorology@vsu.edu.ph](mailto:meteorology@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

7 January 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Baybay City, Leyte

Thru: **Prof. MANOLO B. LORETO, Jr.**  
Dean of Students

Dear Dr. Tulin:

Our part time faculty Ms. Evelyn A. Albia of the Department of Meteorology is arriving on January 8, 2022 from Surigao City in response to OP Memorandum Circular No. 138, s. 2021, item 1.f. In this connection, I am requesting for a tempory accommodation which could be in one of the dormitory of VSU while she will look for a boarding house during her stay in VSU to perform her responsibilities as part time instructor. Ms. Albia is already fully vaccinated.

Thank you so much for your favorable action on my request.

Very truly yours,

**DANIEL C. LOR**  
Head, Department of Meteorology

Recommending Approval:

**MANOLO B. LORETO, Jr.**  
Dean of Students

Noted:

**Dr. ELWIN JAY V. YU**  
Chief, University Services for Health, Emergency & Rescue (USHER)

Approved:

**DR. EDGARDO E. TULIN**  
President