



January 21, 2022

Dr. Edgardo E. Tulin
President
VSU, Visca, Baybay City, Leyte

Through: University Services for Health, Emergency, and Rescue (USHER);
Office of the University Disaster and Risk Reduction Management (UDRRM)

Dear **Pres. Tulin**,

In compliance with OP Memorandum Circular no. 10 dated January 20, 2022, I am respectfully submitting the work schedule of the ISRDS staff during the period January 24, 2022 to February 18, 2022.

Week 1 (January 24-28, 2022) and Week 3 (February 7-11, 2022)

Group 1: Physically Report to the Office	Group 2: Work From Home
Delima, Gina A.	Cerna, Mizaël B.
Galgo, Christopher, Jr. R.	Edullantes, Melodina P.
Gonzaga, Ernesto, Jr. A.	Gisulga, Saloma B.
Nuñez, Lilian B.	
Tabada, Maria Aurora Teresita W.*	
Vequizo, Generoso L.	

**upon completion of her required isolation and quarantine*

Week 2 (January 31 to February 4, 2022) and Week 4 (February 14-18, 2022)

Group 2: Physically Report to the Office	Group 1: Work From Home
Cerna, Mizaël B.	Delima, Gina A.
Edullantes, Melodina P.	Galgo, Christopher, Jr. R.
Gisulga, Saloma B.	Gonzaga, Ernesto, Jr. A.
	Nuñez, Lilian B.
	Tabada, Maria Aurora Teresita W.
	Vequizo, Generoso L.*

**will retire from government service effective February 1, 2022*

May we request that on January 31, 2022, all nine ISRDS staff will be allowed to physically report to the office as we will be paying tribute to our dedicated staff, Mr. Generoso L. Vequizo, who will be retiring from government service effective February 1, 2022. Rest assured that we will strictly follow the safely protocols that we have been observing daily at the office.

Thank you very much and stay safe and healthy.

Very truly yours,

LILIAN B. NUÑEZ
Director