



29 December 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear **President Tulin**:

I would like to request for your approval to recall the services of the following Security Guards to work during their filed application for leave due to exigency of service.

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|---------------------------|--|
| 1. Caorte Jr., Enrique E. | - Forced Leave (Dec. 24, 25, 26, 27, & 28, 2021) |
| 2. Escasinas, Virgilio A. | - Vacation Leave (Dec. 20, 21 & 22, 2021) |
| 3. Espinosa, Antonio C. | - Forced Leave (Dec. 17, 18, & 19, 2021) |
| 4. Mendoza, Edilberto V. | - Forced Leave (Dec. 29, 2021) |
| 5. Pasilaban, Noe A. | - Forced Leave (Dec. 25, 2021) |

We need security guards to be detailed in the strategic location of the campus in order to prevent theft and other similar incidents for the security and safety of our constituents.

Attached herewith is the filed Application for Leave form of the above-mentioned security guards.

Hoping for your favourable consideration on this matter.

Very truly yours,


JULIUS V. ABELA
Head, OUDRRM

Approved:

EDGARDO E. TULIN
President