



March 28, 2022

MRS. HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Mrs. Colis,

Submitting herewith the leave record of Dr. Roberto Cariño Guartel after a thorough audit/review per OP Memo No.. 417 s 2019 dated November 28, 2019.

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,

MARIA TERESA A. CRUZ
Head