

OFICE OF THE HEAD FOR INTERNAL AUDIT

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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
- Audited VL/SL balance.

I hope you find them in order.

Respectfully,

MARIA TERESA A. CRUZ

Head

