



December 2, 2021

DR. EDGARDO E. TULIN
President

Thru: Dr. Beatriz S. Belonias
VP for Academic Affairs and Chair, Academic Personnel Board

Dear Dr. Tulin:

Good day!

I have just reinstated to my position as Instructor 3 at the department last October 9, 2021, directly upon returning from my study leave in Japan. However, given my actual service credits, I will not be able to avail myself of the teacher's leave scheme of the university this semester. I also do not have the SLP credits yet since my project appointments start by January 1.

In line with this, I would like to request to serve on a work-from-home basis from January 3 to 14, 2022. I will use this chance to work in my hometown, Iloilo City, while having the opportunity to spend a short time with my family, whom I have not met in person for more than three years. I assure you that this will not hinder the performance of my duties at the university during this period.

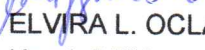
I hope that my request will merit your kind approval.

Thank you!

Truly yours,


JUSTINE BENNETTE H. MILLADO
Instructor 3

Noted:


ELVIRA L. OCLARIT
Head, DPM