



February 7, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte



Dear Sir,

In the exigency of the service, may I respectfully ask for your approval to allow all the six (6) casual/regular staff to physically report back to the Office of the University Registrar instead of following the Alternative Work Scheme. Since the enrollment period had started already and requests of documents are fast coming in, I hope that this request finds your approval and allow the staff to start reporting physically starting tomorrow, February 8, 2022.

Rest assured that health and safety protocols will be followed religiously as mandated.

Thank you so much.

Very respectfully yours,

MARWEN A. CASTAÑEDA
University Registrar

Recommending approval:

DR. ELWIN JAY V. YU
Chief, USHER

Approved:

EDGARDO E. TULIN
President

*please ensure social distancing among employees
and always open door or windows.
Use of air conditioning unit with no vent
to allow air exchange is prohibited.*