



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF METEOROLOGY
1/F Annex Engineering Building
Visca Baybay City, Leyte, PHILIPPINES
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7 January 2022

DR. EDGARDO E. TULIN

President
Visayas State University
Baybay City, Leyte

Thru: **Prof. MANOLO B. LORETO, Jr.**
Dean of Students

Dear Dr. Tulin:

Our part time faculty Ms. Evelyn A. Albia of the Department of Meteorology is arriving on January 8, 2022 from Surigao City in response to OP Memorandum Circular No. 138, s. 2021, item 1.f. In this connection, I am requesting for a temporary accommodation which could be in one of the dormitory of VSU while she will look for a boarding house during her stay in VSU to perform her responsibilities as part time instructor. Ms. Albia is already fully vaccinated.

Thank you so much for your favorable action on my request.

Very truly yours,

DANIEL C. LOR

Head, Department of Meteorology

Recommending Approval:

MANOLO B. LORETO, Jr.

Dean of Students

Noted:

Dr. ELWIN JAY V. YU

Chief, University Services for Health, Emergency & Rescue (USHER)

Approved:

DR. EDGARDO E. TULIN

President