



May 26, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte


**Dear Dr. Tulin:**

This is to recommend the leave status of the following academic staff of the Department of Business and Management 2<sup>nd</sup> semester of School Year 2021-2022.

Name	Vacation/Sick Leave	Teacher's Leave	Research Project/ Administrative Work
Regular			
1. Amestoso, Nilda T.	x		Project Staff- Exploratory Market Studies of Rice-Bran Incorporated fermented products
2. Montañez, Joviel T.		x	
3. Ongy, Elvira E.		x	
4. Ratilla, Mark C.		Study Leave	

Hoping for your kind approval on this request.

Very truly yours,

  
**BERT C. PEÑALOSA**  
OIC- Head

Recommending Approval:

**MARIA JULIET C. CENIZA**

Vice President for Research  
and Extension

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Approved:

**EDGARDO E. TULIN**

President