



December 27, 2021

Ms. Honey Sofia V. Colis

Director

Office of the Director for Human Resource Management

RE: Cancellation of official leave on December 28-29, 2021

Dear Ms. Colis,

This is to request to cancel my approved official leave on December 28-29, 2021. I will be reporting back to work to attend the face-to-face workshop on 2022 SWOT, ROAM and OTP for academic units under the Vice President for Academic Affairs.

Thank you very much.

Sincerely yours,

MOISES NEIL V. SERIÑO

Dean, CME