

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

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August 16, 2022

Dr. Daniel Leslie S. TanVice-President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan,

Below is the proposed schedule of the Compensatory Day Off (CDO) of the ITEEM faculty for 2022, for your approval.

NAME	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Bande, Marlito M.	5-16			
Espinosa, Eliza D.	FLEXI			
Longatang, Kleer Jeann G.		20-21, 28	28-29	26-29, 31
Pogosa, Jimmy O,		19-20	16-18	26,29, 31

Thank you very much.

Very truly yours,

ELIZA D. ESPINOSA Director

Approved:

DANIEL LESLIE S. TANVice President for Administration & Finance

