



December 16, 2022

MRS. HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Mrs. Colis,

The result of the audit of the vacation and sick leave balances of Professor Eduardo Olivas Mangaoang as of September 29, 2022, are as follows:

The accumulated Vacation Leave balance is 174.787 days

The accumulated Sick Leave balance is 375.603 days

The total accumulated vacation and sick leave balance are **550.390 days.**

I am returning herewith the leave records of Professor Eduardo Olivas Mangaoang after conducting verification per OP Memo No. 417 s 2019 dated November 28, 2019.

The attached documents are as follows:

1. Leave Record
2. Leave file folder
3. Service Record
4. Audited VL/SL balance.

I hope you find them in order.

Respectfully yours,

MARIA TERESA A. CRUZ
Head