



VISAYAS
STATE UNIVERSITY



**HUMAN RESOURCE
MANAGEMENT OFFICE**

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EXCERPT FROM THE APPROVED MINUTES OF THE
28TH VSFC-AS COMMITTEE MEETING

R-021925

11 December 2024

Ms. Zyra May H. Centino

Head, DOE

Visca, Baybay City, Leyte

Dear **Ms. Centino**:

This is in connection with the endorsement of the RIC Personnel Committee on **Ms. Jo Jane D. Atok's** request to extend her study leave for 13 working days (January 1-17, 2025) on official time only in order final examination on December 17, 2025 and to finalize the submission of her remaining academic requirements for her MS in Medical Biochemistry and Molecular Biology at Mahidol University in Thailand.

Quoted hereunder is the action of the VSU Scholarship/Fellowship Committee for Academic Staff through its meeting dated December 03, 2024 which was approved by the University President.

VSFC-AS Res. No. 655
Series of 2024

Action: Recommending approval.

Certified True and Correct:

MA. FE L. GAYANILO
VSFC-AS/Secretary

cc: Ms. Jo Jane D. Atok
LDHRAO Files

