

OFFICE OF THE HEAD OF LEARNING & DEVELOPMENT & ACCREDITATION

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28 February 2023

Mr. Bert C. Peñalosa Head, DBM Visca, Baybay City, Leyte

Dear Mr. Peñalosa:

This is in connection with the endorsement of the DBM Personnel Committee on Asst. **Prof.**Joviel T. Montañez to use her 200 days' service credits to finish her doctor of Business Administration at De La Salle University.

Quoted hereunder is the action of the VSU Scholarship/ Fellowship Committee for Academic Staff during its meeting on February 16, 2023 which was approved by the University President.

VSFC-AS Res. No. 93 Series of 2023

Action: Recommending approval charged to her leave credits but Prof. Montañez is request to apply leave thru VSU HRIS and submit the hard copy to OHLPB.

Certified True and Correct:

MA. FEL. GAYANILO Secretary, VSFC-AS

cc: Prof. Joviel T. Montañez OHPLB File OHLDHRA

