



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

 3/4/23