



April 24, 2023

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**
VP for Admin. & Finance

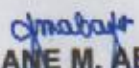
Dear Sir,

This is in relation to my work schedule as Laboratory Technician in the Department of Pure and Applied Chemistry (DoPAC). I was working on a flexi schedule last 1st semester due to lack of personnel to handle laboratory classes from 7:00am-12:00pm, 13:00pm-16:00pm and 16:00pm- 19:00pm from Monday to Friday. May I respectfully request your good office to allow me to convert my excess hours of work (should only be 40 hours per month) as compensatory time off or CTO. My regular reporting time of work on the 1st Semester SY 2022-2023 was from 7:00am-12:00pm and 13:00pm-19:00pm Monday to Friday as shown below.

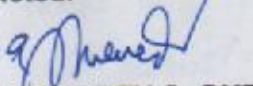
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00am-12:00pm	7:00am-12:00pm	7:00am-12:00pm	7:00am-12:00pm	7:00am-12:00pm
13:00pm-16:00pm	13:00pm-16:00pm	13:00pm-16:00pm	13:00pm-16:00pm	13:00pm-16:00pm
16:00pm-19:00pm	16:00pm-19:00pm	16:00pm-19:00pm	16:00pm-19:00pm	16:00pm-19:00pm

I hope for your support and kind approval. Thank you very much in advance.

Respectfully yours,


JANE M. ABAPO
Lab. Technician II, DoPAC

Noted:


ELIZABETH S. QUEVEDO, RCh, PhD
Head, DoPAC

MA. THERESA P. LORETO, PhD
Dean, CAS



Recommending Approval:

DANIEL LESLIE S. TAN, PhD
VP for Administration and Finance

Approved:

EDGARDO E. TULIN, PhD
VSU President