



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF AGRICULTURAL  
EDUCATION AND EXTENSION**

**College of Agriculture and Food Science**

Visayas State University

Visca, Baybay City, Leyte PHILIPPINES

Email: [dace@vsu.edu.ph](mailto:dace@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

September 1, 2016

**Dr. Edgardo E. Tulin**

President

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

This is to inform your office that after having my sick leave from June 27 to August 31, 2016 due to my herniated or slipped disc, I have already reinstated to the office starting September 1, 2016.

Very truly yours,

**FATIMA T. BALIÑA**

*DAEE Faculty*

Noted:

**ANTONIA CECILIA Y. SANDOVAL**

*Head, DAEE*

**APPROVED:**

**EDGARDO E. TULIN**

*President*

**Cc: PRPEO**

*Accounting Office*

*Records*

**VSU's Vision:** The premier university of science and technology in the Visayas.

**VSU's Mission:** Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.