



October 27 2025

**Dr. Rolito G. Eballe Ph.D.**  
University President  
Central Mindanao University

**Subject:** *Request for Work-from-Home Arrangement*

Dear Sir,

Good day.

I respectfully request permission to work from home from **Tuesday, October 28, 2025, to Friday, October 30, 2025**, due to the temporary unavailability of internet connection in our office caused by the **DTO office transfer**.

As an **IT staff**, my tasks rely heavily on stable internet connectivity for system maintenance, troubleshooting, and other online-based functions. Working from home during this period will allow me to continue performing my duties efficiently and without disruption.

Rest assured that I will **submit Accomplished Report** of all my accomplished tasks and coordinate as needed during the period, and will attach the said document during the processing of **Daily Time Record (DTR)**.

I hope for your kind consideration of this request.

Respectfully yours,

**Arram T. Pamisa**  
IT Staff, OLC

Recommending Approval :

**ATTY. JAMES M. VIOLON**  
University Chief Legal Counsel

**DR. ATHENA JAN I. DERAYUNAN**  
Director, Office of the Human Resource Management

Approved by:

**ROLITO G. EBALLE, Ph.D**  
University President



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