



October 24, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Baybay City, Leyte

Thru : **Dr. Daniel Leslie S. Tan**
Vice President for Admn. & Finance
Visayas State University
Baybay City, Leyte

Dear Dr. Tulin:

Warm greetings!

I would like to request that I be allowed to apply for twenty (20) days of monetization of my leave credits in sustaining to purchase my maintenance medicines

Hoping for your kind consideration on this request.

Very truly yours,

EDWIN V. BAGARINAO
Machinist

Recommending Approval:

Dr. Daniel Leslie S. Tan
Vice President for Admn. & Finance

Approved:

Dr. Edgardo E. Tulin
President