



National Abaca Research Center

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October 24, 2022

Dr. Edgardo E. TulinPresident
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. TanVice President for Admn. & Finance

Approved:

Dr. Edgardo E. Tulin President

