



February 9, 2023

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

Thru: **Dr. Daniel Leslie S. Tan**  
Chairman, Non-Academic Personnel Board

Dear **Dr. Tulin**,

This is with reference to the application of leave filed by our Utility/Messenger **Mr. Marlon D. Bengalan** for a period of 60 days. He was advised by his Medical Doctor to rest for a while as mentioned as findings in his medical certificate (See attached sheet). His absence will greatly affect the operation of NARC in terms of submission, making follow-up and retrieval of documents to different units of VSU. Likewise, he is also the in-charge in the cleaning and maintenance of NARC building.

In this connection, we would like to request to hire for an emergency as utility/messenger for two months who will do and perform the tasks mentioned above in lieu of Mr. Bengalan's responsibilities.

Thank you very much and looking forward to your kind consideration on this request.

Very truly yours,

**Romel B. Armecin**  
Director, NARC