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Thru: DANIEL LESLIE S. TAN, Ph.D.  
VP for Admin & Finance  
Visayas State University

Dear sir:


Greetings!

I would like to request for the monetization of the 30 days of my accumulated sick leave to help defray the expenses for medicines, supplements, vitamins and new pair of eyeglasses. I underwent YAG laser iridotomy on both of my eyes last April and May due to narrow occludable angle with monthly check up thereafter. I was supposed to go back for checkup last September 21, 2022 but was not able to do so since my salary was withheld due to the late processing of my teacher's leave clearance.

Just lately, I noticed that my blood pressure is rising and have somewhat slurred speech. I intend to have a full cardio workout to determine if I had had a mild stroke. Attach herewith are some of my medical papers (medical certificate, prescribed medicines and laboratory works at the Eye Center Diagnostic Unit of Holy Child Hospital, Dumaguete City).

Thank you very much and I am hoping for a positive response on this request.

Very truly yours,

  
JACOB GLENN F. JANSALIN  
Associate Professor, DoPAC