



15 November 2022

DANIEL LESLIE S. TAN

VP for Administration and Finance
Visayas State University

Dear **Sir**:

Greetings.

I am requesting that my leave credits as permanent employee of VSU will be monetize for twenty (20) days. I need some amount of money for the follow-up medical check-up of my wife and to buy for her prescription medicine.

I am very hopeful that my request will be granted.

Respectfully yours,

FELIX C. ABANERA

Admin Staff
Department of Meteorology

Noted by:

CHARLIE S. ANDAN

Head, Department of Meteorology

Approved:

DANIEL LESLIE S. TAN

VP for Administration and Finance