



May 11, 2023

**EDGARDO E. TULIN**

President

Visayas State University

VSU, Visca, Baybay City, Leyte

THRU: **DANIEL LESLIE S. TAN**

VP for Administration and Finance

Dear Dr. Tulin:

I would like to request that my salary for March and April 2023 as Laborer be issued in cheque since my certificate of livebirth as registered and issued by the Philippine Statistics Authority (PSA) was damaged by the Super Typhoon *Yolanda*. However, I had already requested an original copy and waiting for the release from the Municipality of Libungan, North Cotabato, my place of birth. Hence, I was not able to process my TIN I.D. at BIR Tacloban as one of the requirements in a Landbank ATM.

I need my salary to pay the expenses in changing my family name and processing the documents. I am hoping for your kind consideration and approved on this request.

Hoping for your kind consideration and favorable action on this request.

Thank you very much

Very truly yours,

**WILNARD C. PAKIG**

Laborer, VSU Nature Park

Noted by:

**ELIZA D. ESPINOSA**

Director

Recommending Approval:

**DANIEL LESLIE S. TAN**

VP for Administration and Finance

Approved:

**EDGARDO E. TULIN**

VSU President

**Vision:**

**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.