



INSTITUTE OF TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

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November 11,2022

Dr. EDGARDO E. TULIN University President Visayas State University Visca, Baybay City, Leyte

> Thru: Dr.DANIEL LESLIE S. TAN Vice President for Administration & Finance

Dear Dr. Tulin:

May I request your approval for monetization equivalent to 40 days from my leave credits. I need financial support for my maintenance.

Hoping for your consideration.

Respectfully yours

ROS. BASTASA Administrative Aide I

Recommending Approval:

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

Approved:

EDGARDO E. TULIN University President

