



14 June 2023

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

Thru: Dr. Beatriz S. Belonias
Vice President for Academic Affairs

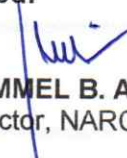
Dear Sir;

Greetings! I would like to request for sick leave effective June 5 to June 30, 2023 and teacher's leave from July 1 to 31, 2023. I was confined at OSPA for 8 days due pneumonia, obstructive lung disease and hypertensive cardiovascular disease. I was hooked to an oxygen apparatus for 6 straight days and administered with intravenous antibiotic and steroids and other medications. In view of this I need enough time to recuperate. Attached herewith is my medical certificate and laboratory results. I will be undergoing treatment for at least 6 months hence the need for me to take a short rest to hopefully recuperate the soonest possible time. Hoping for your kind consideration to this request.

Very truly yours,


LUZ O. MORENO

Noted:


ROMMEL B. ARMECIN
Director, NARC

Recommending Approval;

BEATRIZ S. BELONIAS
VP, Academic Affairs

Approved:

EDGARDO E. TULIN
President

