



VISAYAS
STATE UNIVERSITY



**INSTITUTE OF TROPICAL ECOLOGY AND
ENVIRONMENTAL MANAGEMENT**

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March 24, 2022

Dr. Daniel Leslie S. Tan

Vice-President for Administration and Finance
This University

Thru: **Ms. Queen-Ever Y. Atupan**
Head, Cash Division

Dear *Dr. Tan*,

I am writing in connection with the unclaimed (yet) gratuity check of **Mr. Jeric Umpad**, a laborer in our project (KALAH-CIDSS) in Biliran. Considering that traveling from Biliran to VSU and vice-versa would cost much time and expenses for Mr. Umpad, we offered to bring the payroll and the check, if the university rules and guidelines, in this matter, will allow us. Thus, in this context, I wish to request your permission for us to pick up the payroll and check from the Cash Division and deliver it to Mr. Umpad. Our project team will travel to Biliran on Saturday, March 26, 2022, for project activity, and we find it the chance to bring the payroll and the check to Mr. Umpad.

I am hoping for favorable action on this request.

Thank you very much.