



April 3, 2023

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


Thru: **Dr. Daniel Leslie S. Tan**
Vice President, OVPAF

Dear Sir,

Greetings! This is to respectfully request to allow me to file monetization equivalent to 50% of my total vacation and sick leave credits. As of April 3, 2023, I have a total of 114 days vacation leave and 353 sick leave credits, hence I am applying for 232 days equivalent from my total vacation and sick leave credits. I will be using the accrued amount of my leave credits for the construction of a small house in Brgy. Gabas before my retirement. Hoping for your kind consideration to this request.

Thank you very much.

Respectfully yours,


LUZ O. MORENO
Professor IV
NARC