



May 23, 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, we had already been requested an original copy from the Municipality of Abuyog, Leyte, waiting for the release. 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,

ELEUTERIO B. TOLEDO Jr.

RRTC.A.III. C., Laborer

Noted by:

MARLITO M. BANDE

Director

Recommending Approval:

DANIEL LESLIE S. TAN

VP for Administration and Finance

Approved:

EDGARDO E. TULIN

VSU President