

DEPARTMENT OF PURE & APPLIED CHEMISTRY

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October 13, 2022

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

> Thru: Daniel Leslie S. Tan VP for Admin. & Finance Visayas State University

I want to request for MONETIZATION of my leave credits with your good heart for purchasing my maintenance medicines and laboratory for my high blood pressure.

My financial situation has been difficult since I am a solo parent and was diagnosed with high blood.

Attached in my Medical Certificate.

Thank you for your kind approval on this request.

Very truly yours,

THELMA PLAPAS Adm. Aide VI

Recommending Approval:

DANIEL LESLIE S. TAN VP for Admin. & Finance

Approved:

EDGARDO E. TULIN President



Vision: Mission: