



13 October 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Baybay City, Leyte

Thru: DANIEL LESLIE S. TAN
VP for Admin & Finance
Visayas State University

Dear Sir:

Greetings!

I would like to request for the monetization of the 20 days of my accumulated sick leave to help defray expenses for maintenance, medicines, supplements, and vitamins required for my health and wellness. Attached herewith is the certificate for my medical consultation.

Thank you very much and hoping for an affirmative response on this request.

Very truly yours,

FELIX M. SALAS
Professor, DoPAC

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:

EDGARDO E. TULIN
President