

### **DEPARTMENT OF METEOROLOGY**

1/F Annex Engineering Building Visca Baybay City, Leyte, PHILIPPINES Phone: +63 53 565 0600 local 1106 \Email: meteorology@vsu.edu.ph Website: www.vsu.edu.ph

24 March 2023

# **DANIEL LESLIE S. TAN**VP for Administration and Finance Visayas State University

Dear Sir:

Greetings.

I am requesting that my leave credits as permanent employee of VSU will be monetize for ten (10) days. I need some amount of money for my farm inputs.

Respectfully yours,

## **FELIX C. ABANERA**

Admin Staff
Department of Meteorology

Noted by:

## **CHARLIE S. ANDAN**

Head, Department of Meteorology

Approved:

## **DANIEL LESLIE S. TAN**

VP for Administration and Finance

Page 1 of 1