



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