



April 17, 2023

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

Thru: **Dr. Daniel Leslie S. Tan**
Vice-President for Administration and Finance

Dear *Dr. Tulin*,

In view of the OVPAF memorandum circular^[1] on Monetization of Leave Credits (MLC), I requested and filed for a 30-day MLC on March 24, 2023. Originally if granted, the goal is for the ongoing house construction expenses. Not very urgent, though. However, an unexpected and immediate medical need urged me to write today. My husband's ophthalmologist advised him to undergo cataract surgery urgently for his left eye. It was supposedly last week, but finances constraints.

In this connection, I heartily plea for the approval and urgent release of my MLC. This, I will consider a debt of gratitude from your administration and will pledge to continue to be and even be more effective in serving VSU.

Thank you very much, Sir.

Very truly yours,

ELVIRA B. GORRE
Administrative Assistant

Endorsed by:

ELIZA D. ESPINOSA
Director

Recommending Approval:

LOUELLA C. AMPAC
Director of Finance

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Approved:

EDGARDO E. TULIN
President

¹ OVPAF MC No. 7, s. 2023