



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

November 24, 2025

DR. MOISES NEIL V. SERIÑO

Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Subject: Request for Monetization of 30 Days Service Credit

Dear Sir:

I would like to request approval by your office for monetization of 30 days service credit of my accumulated leave. Based on record, I have more or less 350 leave days available. The amount will be used to defray expenses for my scheduled check up and purchase daily maintenance medicine.

Very truly yours,

CARLITO O. SUGANOB

Head, DoE

Noted:

LEMUEL S. PRECIADOS

Head, DOE

Approved:

MOISES NEIL V. SERIÑO

Vice Pres. for Admin. And Finance



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Page 1 of 1
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