

December 10, 2021

**EDGARDO E. TULIN**

President, Visayas State University  
Visca, Baybay City, Leyte

THRU:

**DR. DANIEL LESLIE S. TAN**

Vice President, Administration and Finance

Dear Dr. Tulin:

Greetings!

Please be informed that currently I am under medication for my heart problem. I was confined at the Clinica Gatchalian and Hospital in Ormoc City from December 5-8, 2021 and is temporarily released from the hospital. However, I am advised for a **CORONARY ANGIOGRAM AND PACEMAKER IN CEBU** with an estimated cost of Seven Hundred Thousand Pesos (Php700,000.00) per Doctor's estimate (Please see attached Discharge Instructions).

It is in this connection that I would like to request to avail of monetization for this purpose. As of this writing, per RSPPRO record I have an accumulated leave credits of **Two Hundred Fifty-Seven (257)** days. Requesting further to allow me to monetize **Two Hundred (200)** days chargeable against my leave credits.

Hoping and praying for your positive response to this request.

Thank you and God bless.

Very truly yours,



**RANDY G. OMEGA**  
Faculty, DTHM

Noted:



**VENICE B. IBAÑEZ**  
Head, DTHM

Recommending Approval:



**DANIEL LESLIE S. TAN**  
Vice President, Administration and Finance

Approved:

**EDGARDO E. TULIN**  
President