



October 18, 2022

Dr. Daniel Leslie S. Tan
Vice President for Admn. & Finance
Visayas State University
Baybay City, Leyte

Dear Dr. Tan:

Warm greetings!

I would like to request that I be allowed to apply for twenty (20) days of monetization of my leave credits in sustaining the purchase for my maintenance medicines.

Hoping for your kind consideration on this request.

Very truly yours,

MARLON D. BENGALAN
Admn. Aide I