



March 16, 2023

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

Dear Sir:

I would like to request your kind consideration and approval to allow me to avail for 50 days monetization of my leave credits for the following reasons:

1. First, my eldest daughter will be in her last term this 2nd Semester of SY 2022-2023 taking up Master of Science in Food Science and Technology here at VSU. Since then she has not avail of any scholarship grant nor funding support. By 1st or 2nd week of April she is scheduled to have her comprehensive exam. At same time she will be conducting her research and laboratory works. This entails a lot of preparation most particularly on financial aspect. My other daughter is a senior high at Baybay National High School. Considering that I am the only the bread winner of the family and my very meager monthly income due to various loans, it is very certain that it is not enough to augment for the said expenses, hence, I am humbly appealing for your favorable approval to this request.
2. Second, a small portion of the amount will be used to purchase maintenance medicine for my wife. Aside, I will also undergo a general medical check up.

Based from RSPPRO records, I have a total of 383 days accumulated leave credits.

Thank you very much and hope and pray that my request merit your favorable approval. More power and God bless!

Very respectfully yours,

CARLITO O. SUGANOB
Admin. Aide VI

Approved:

EDGARDO E. TULIN
President