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028/31/23



FM-VSU-03-2023-0831-141960

August 31, 2023

DR. EDGARDO E. TULIN
President
Visayas State University
Baybay City, Leyte

Dear Sir,

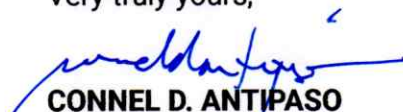
Warm greetings!

I would like to request approval from your office that I will be allowed to monetize 100 days of my accumulated leave credits. I badly need the amount for the construction of our house in preparation for my retirement on January 1, 2024.

Looking forward to your favorable action on this request.

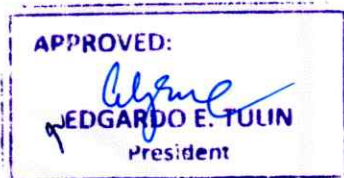
Thank you.

Very truly yours,


CONNEL D. ANTIPASO
EPS II

Noted:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



**OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS**
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