



10 November 2022

EDGARDO E. TULIN

President

Visayas State University

ViSCA, Baybay City, Leyte

Dear **Sir Tulin**,

Sir may I request to monetize my leave credits for my medication and maintenance of my Diabetes and Hypertension.

LORBERT G. MAZO

Employee

Approved:

EDGARDO E. TULIN

President