



VISAYAS
STATE UNIVERSITY

OFFICE OF THE

**VICE PRESIDENT FOR
RESEARCH, EXTENSION
AND INNOVATION**

21 June 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**
VP, Administration and Finance
Visayas State University

Dear Dr. Tulin,

I am writing to formally request the monetization of leave credits as per OVPAF Memo Circular No. 09, S. 2023. I would like to signify my intention to file and avail of **50 days** of monetization. The purpose behind this request is to utilize the monetization proceeds for house improvement and other essential household expenses.

Thank you and I am looking forward to a favorable response on this matter.

Respectfully yours,

PAULINE S. CAINTIC

Faculty

Recommending Approval:

DANIEL LESLIE S. TAN

VP, Administration and Finance

Approved by:

EDGARDO E. TULIN

President