



March 31, 2023

DR. Edgardo E. Tulin

President

Visayas State University

Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**

VP for Admin & Finance

Visayas State University

Dear Sir:

Greetings!

I would like to request for the monetization of the 200 days of my accumulated leave credits. This will be used to buy lot and purchase house construction supplies and materials.

Thank you very much and hoping for a positive response to this request.

Very truly yours,

ARSENIO D. RAMOS

Professor, DOH

Recommending Approval:

ROSARIO A. SALAS

Head, Dept. of Horticulture

DANIEL LESLIE S. TAN

VP for Admin. & Finance

Approved:

EDGARDO E. TULIN

President