

November 2, 2022

**DANIEL LESLIE S. TAN**

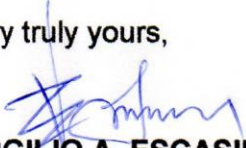
Vice President for Administration and Finance  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Tan**,

I am writing to you to allow me to monetize 20 days of my leave balances. I need to accumulate a big amount of money for medication sustenance. This is an extraordinary expense for me and my salary is just quite enough for our daily needs. Please see the attached medical certificate.

I am more hopeful that my request will be granted. More power and God bless.

Very truly yours,



**VIRGILIO A. ESCASINAS**  
Security Guard III