



VISAYAS
STATE UNIVERSITY

July 26, 2023

DR. DANIEL LESLIE S. TAN
Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan,

May I request your approval for monetization equivalent to 15 days from my leave credits, I need financial support for my false teeth (pustiso).

Looking forward and hoping for your kind consideration.

Respectfully yours,

ALFREDO D. FLORENDO, JR.
Administrative Aide III

Approved:

DANIEL LESLIE S. TAN
Vice President for Administration and Finance