



16 November 2022

EDGARDO E. TULIN
President
Visayas State University

Thru: **DANIEL LESLIE S. TAN**
VP for Administration and Finance

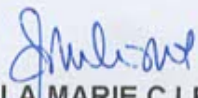
Dear Dr. Tulin,

Good Day!

This is to respectfully request your good office, permission to grant my application for monetization of my sick leave credits of thirty (30) days. I will be undergoing an executive medical check up, as I was alerted during my previous laboratory tests in June 2022, resulting into borderline diabetes.

Hoping for your kind consideration.

Respectfully,


SHEILA MARIE C. LEMOS
Administrative Aide VI

Noted:


ALELI A. VILLOCINO
VP for Student Affairs and Services

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Administration and Finance

Approved:

EDGARDO E. TULIN
President