



March 28, 2023

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

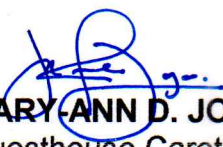
Dear Dr. Tulin:

This is to request monetization for my credit leaves charge to sick leave of 30 days.  
The purpose of this monetization is for my parent's maintenance.

Hoping for your kind consideration.

Thank you!

Very truly yours,

  
**MARY-ANN D. JOYA**  
Guesthouse Caretaker  
VSU Manila Office