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FM-VSU-03-2023-0822-139732

August 22, 2023

**DR. EDGARDO E. TULIN**

President, VSU, Baybay City, Leyte

Dear Dr. Tulin,

Greetings.

On August 18, 2023, at 6:30 PM, I was in a sport-related accident while playing tennis here at VSU together with our co-VSU Faculty & Staff. I was out of balance and drop hard face-down into the shale court. I passed out for about 6 seconds and was immediately brought to the VSU Hospital because of the continuous nose bleeding, I was X-rayed and found some cracks in my face skull, hence, I was brought to Ormoc Doctors, Ormoc City for an immediate medication.

The result of the CT scan confirmed the tripod fracture in my face skull. My attending doctor is recommending for my immediate surgery to restore the misaligned broken bone and install a protective Titanium plate to prevent bigger damage as this circumstance happens again. I wish to be restored to my normal life as tennis is considered to be my stress reliever activity that keeps me more vibrant in my job as Faculty of the University.

In this connection, I would like to request monetization of my available leave credits to the maximum percentage as allowed, to defray the cost of the surgery, hospitalization, and other related expenses.

Thank you very much for your support and help. God bless.

Yours truly,

**FELICIANO G. SINON**  
Faculty, NARC, VSU

Recommending Approval:

**ROMEL B. ARMECIN**  
Director, NARC, VSU

Approved:

**EDGARDO E. TULIN**  
President, VSU, Baybay City



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