



March 27, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
VP for Admin & Finance
Visayas State University


Dear Sir:

Greetings!


I would like to request for the monetization of the 100 days of my accumulated leave credits. This will be used for my hysterectomy operation. Attached please find medical certificate issued by my attending physician.

Thank you very much and hoping for an affirmative response on this request.

Very truly yours,


ZENAIDA C. GONZAGA
Professor, DOH

Recommending Approval:


ROSARIO A. SALAS
Head, DOH

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:

EDGARDO E. TULIN
President