





March 27, 2023

Dr. Edgardo E. TulinPresident
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

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Page 1 of 1 FM-VSU-03 V1 03-13-2023 to. DOI+23-1123

