



**VISAYAS**  
STATE UNIVERSITY

# 162399  
OP 12/12/23  
**CASH OFFICE**

12 December 2023

**Dr. Daniel Leslie S. Tan**

OIC – President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Edgardo E. Tulin**

Vice President for Admin. and Finance

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tan,

Good day!

Last November 27, 2023, I was diagnosed with fetal death in my uterus by my Ob-gyne, Dr. Azucenza P. Mirambel and was advised for an admission on December 04, 2023. On December 05-11, 2023 I was confined at the Ospa-Farmers' Medical Center in Ormoc City. During this time, we are emotionally and financially challenged. With this, I would like to respectfully request for the monetization of my forty (40) days earned leave credits. The amount shall be utilized for my hospital bills, medicines and further expenses of my treatment as an out-patient under the monitoring of Dr. Angela Kristina S. Español (*my Ob-gyne in Ospa Hospital*). Attached herewith are my obstetric ultrasound and medical certificate for your referral.

I am hoping for your kind consideration and approval on this matter.

Thank you and God bless.

Respectfully yours,

Valerie C. Valenzona

Collecting Officer, Cash Office

Noted by:

**QUEEN EVER Y. ATUPAN**

Head, Cash Office

Recommending Approval

**EDGARDO E. TULIN** *OIC-VP R/R/23*

OIC Vice President for Administration and Finance

**CASH OFFICE**

Visayas State University, PQWW+RJM, Baybay City, 6521 Leyte

Email: [cash.division@vsu.edu.ph](mailto:cash.division@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Phone: +63 53 565 0600 Local 1011

Approved

**DANIEL LESLIE S. TAN**

OIC President



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