



VISAYAS
STATE UNIVERSITY

OFFICE OF THE CHIEF OF UNIVERSITY
SERVICES FOR HEALTH, EMERGENCY AND
RESCUE (USHER)

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October 5, 2022

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

Thru: **DANIEL LESLIE S. TAN, PhD**
VP for Admin and Finance

Dear Sir:

I would like to request approval to monetize my 20 days leave. I badly need financial resources for my medical checkup.

Looking forward to your favorable action on this request.

Thank you.

Very truly yours,


CLARA P. MERCADO
Admin Aide VI

Recommending Approval:

DR. DANIEL LESLIE S. TAN
Vice-Pres. For Admin and Finance

Approved by:

DR. 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.