



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
VICE PRESIDENT FOR  
**ACADEMIC AFFAIRS**

20 June 2023

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

Dear Dr. Tulin:

This is to request approval for a 100-day monetization of leave credits from my **Sick Leave** balance to replenish the expenses incurred during my eye surgery conducted at OSPA Hospital last June 08, 2023 (Please see attached medical certificate). I paid Thirty-Five Thousand Pesos for the doctor's services (an ophthalmologist) excluding the required series of laboratory tests (blood chemistry, FBS/RBS, EKG/ECG, ultra sound and medication expenses before the surgery. I was prescribed to take maintenance medicine after the surgery for three months.

I am hoping for approval of this request. Thank you.

Very truly yours,

ERLINDA S. VALENZONA  
Admin Asst, OVPA

Recommending Approval:

**BEATRIZ S. BELONIAS**  
Vice Pres. for Academic Affairs

APPROVED:

**EDGARDO E. TULIN**  
President