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TO PLBO

INSTITUTE OF HUMAN  
KINETICS

November 21, 2023

DR. DANIEL LESLIE S. TAN  
Officer In-Charge  
Visayas State University  
Baybay City, Leyte

Through: MS. LOUELLA AMPAC  
Director, Financial Management

Dear Dr. Tan,


This is to inform you that my husband underwent appendectomy on October 21, 2023 and was confined in the hospital until October 25, 2023. Finances were really affected since expenses covered by PhilHealth was only 16.78% only of the total expenses. I also come to know very late that there was already a memorandum on leave credits monetization since we were very busy on the preparation and conduct of the Regional SCUAA Games.

It is on this regard that I would like to apply for a 20 days' monetization (15 from Sick leave and 5 days from Vacation sick leave).

Your approval to this request is greatly appreciated and could help us alleviate the financial challenge faced today. Attached herewith are few images of bills. I failed to take picture of the medical certificate which we submitted to an agency for assistance but unfortunate to receive since it was election ban).

Thank you very much.

Very truly yours,

  
MARY JEAN M. SAPAN  
Faculty, Institute of Human Kinetics

Noted by:

  
LOUELLA AMPAC  
Director, Financial Management

Approved:

  
DANIEL LESLIE S. TAN  
OIC, President

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