



20 June 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay City, Leyte

Thru : **DR. DANIEL LESLIE S. TAN**
VP, Administration and Finance

Dear **Dr. Tulin**:

I heard that there are still sufficient funds allotted for monetization. With the status of my leave credits, I am signifying my intention to file and avail of **30 days** of monetization. The proceed is a great help as we are planning to establish a small enterprise to suffice the daily expenditures of my family.

Thank you very much and I am looking forward to a favorable response on this matter.

Respectfully yours,

VALERIE Y. VERGIS

Administrative Aide VI

Recommending Approval:

DANIEL LESLIE S. TAN

VP, Administration and Finance

Approved by:

EDGARDO E. TULIN

President