

VSU MANILA OFFICE

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March 28,2023

DR. EDGARDO E. TULIN

President Visayas State University Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to request monetization for my credit leaves charge to sick leave of 30 days. The purpose of this monetization is for my parent's maintenance.

Hoping for your kind consideration.

Thank you!

Very truly yours,

MARY ANN D. JOYA Guesthouse Caretaker VSU Manila Office