



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