

March 11, 2024

**DR. DANIEL LESLIE S. TAN**

OIC President

Visayas State University

**Dear Dr. Tan,**

Greetings!

I am writing in reference to OP Memorandum Circular No. 45, RE: Monetization of Leave Credits for Fiscal Year 2024, and the DBM Circular No. 2024-1. With utmost respect, I humbly submit this letter as my formal application for the monetization of **30 days** from my accumulated leave credits.

According to the records in my HRIS account, I currently have **100 plus days** of accrued leave credits. I would like to avail of this monetization to address pressing financial needs related to my father's upcoming medical operation, specifically the "Transurethral Resection/Removal of Bladder Tumor (TURBT)." The recent diagnosis of a bladder mass/tumor in my father's urinary bladder has prompted the need for surgical intervention, as advised by two urologists. The operation is scheduled for the first week of April 2024, and it is crucial for his well-being.

I believe that utilizing a portion of my leave credits in the form of monetization will provide invaluable support in covering the financial requirements associated with my father's medical procedure. The significance of the situation necessitates immediate attention, and I am hopeful that you will consider this application favorably.

Thank you for your time and understanding. I greatly appreciate your attention to this matter and look forward to a positive response.

Respectfully,

**FLORENTINO F. MORALES, JR.**

Faculty, DGE

Noted:

**DR. JANNET C. BENCURE**

Head, DGE and Dean, CET

Approved:

**DR. DANIEL LESLIE S. TAN**

OIC President