



25 November 2022

DR. EDGARDO E. TULIN

University President

Visayas State University

ViSCA, Baybay City, Leyte

Dear Dr. Tulin:

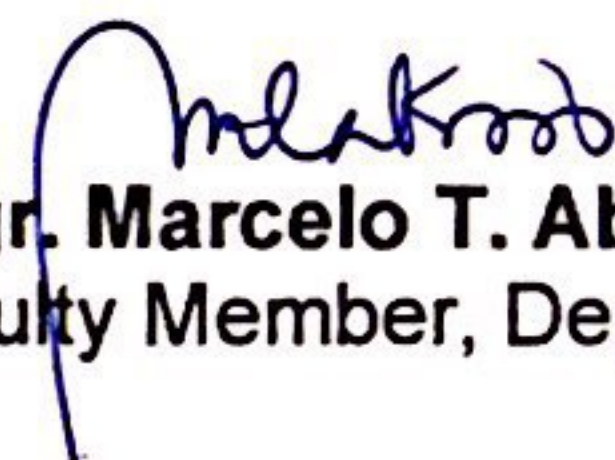
Greetings!

Please allow me to monetize at least 50% of my leave credits for I will be using the money to pay for my and my parents' life insurance.

May this humble request merit your kind consideration.

Thank you so much, and God bless you and your family.

Respectfully yours,



Engr. Marcelo T. Abrera, Jr.

Faculty Member, Department of Civil Engineering

Approved:

Dr. Edgardo E. Tulin

University President

Visayas State University