



March 27, 2023

Dr. Edgardo E. Tulin
President, Visayas State University
Baybay City, Leyte

Dear Sir:

Good day.

With reference to Memorandum Circular # 7, Series of 2023 (MLC for CY 2023), I would like to avail of the leave credit monetization for this year, with a total of 35 days, consisting of 25 days SL and 10 days VL. This total is below 50% of my total leave credits.

For your kind consideration and approval.

Very truly yours,

Medardo C. Magdadaro Jr.
Faculty, Dept of Soil Science

Approved:

EDGARDO E. TULIN
President