





DEPARTMENT OF SOIL SCIENCE

DSS Building, Visayas State University Visca, Baybay City, Leyte PHILIPPINES 6521-A Telephone: 565-0600-1036 Website: <u>www.vsu.edu.ph</u>

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