



April 5, 2023

DR. EDGARDO E. TULIN
President
Visayas State University
ViSCA, Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**
Vice President for Administration and Finance
ViSCA, Baybay City, Leyte

Dear Dr. Tulin,

This has relevance to Memorandum Circular No. 7 series of 2023 sent by the Office of the Vice President for Administration and Finance re: Monetization of Leave Credits (MLC). May I have the privilege to apply for leave credits monetization of Two Hundred (200) days.

Currently, I have 330.608 sick leave credits and 92.966 vacation leave credits. If this request to monetize 50% of my total leave credits is granted, this can go a long way in easing up our running expenditures for our residential house repair and construction.

Hoping for your kind approval of this application.

Respectfully yours,


MARIA JULIET C. CENIZA
Vice President for Research, Extension and Innovation

Approved by:

EDGARDO E. TULIN
President