



VISAYAS
STATE UNIVERSITY

OFFICE OF THE CHIEF OF UNIVERSITY
SERVICES FOR HEALTH, EMERGENCY AND
RESCUE (USHER)

Visca, Baybay City, Leyte 6521-A
Tel/Fax: (053) 503-8198, 503-7510
Email: usher@vsu.edu.ph
Website: www.vsu.edu.ph

October 11, 2022

EDGARDO E. TULIN, PhD

President

Visayas State University

Visca, Baybay, City, Leyte

Thru: DANIEL LESLIE S. TAN, PhD

VP for Admin and Finance

Dear Sir:

I would like to apply for 30 days monetization of my leave credits earned through my 28 years of service. This can be of great help to my medical expenses spent.

Looking forward to your favorable action on this request.

Thank you.

Very truly yours,

Maria Belen J. Buzon

MARIA BELEN J. BUZON
Dentist II

Recommending Approval:

DR. DANIEL LESLIE S. TAN

Vice-Pres. For Admin and Finance

Approved by:

DR. EDGARDO E. TULIN

President



Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 1 of 1

FM-VSU-03

10/04/2022

22-179