



VISAYAS
STATE UNIVERSITY



PHYSICAL PLANT OFFICE
INSTRUMENTATION AND
LABORATORY EQUIPMENT UNIT

19 June 2023

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

Thru: DR. DANIEL LESLIE S. TAN
Vice President for Admin and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

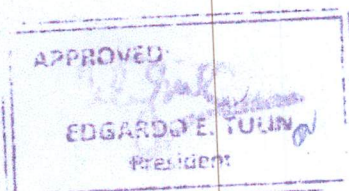
Greetings!

I wish that my 40 days monetization of leave credits be granted for the purpose of series diagnostic work up due to my ailing health. Thank you for your consideration regarding to this matter.

Respectfully,

CLEMENTINO A. BORELA
Administrative Aide VI, ILEU

DANIEL LESLIE S. TAN



**INSTRUMENTATION AND LABORATORY
EQUIPMENT UNIT**
Visayas State University, PQWV+FAQ, Baybay
City, Leyte
Email: ile@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1081



Management
System
ISO 9001:2015
www.tuv.com
ID 9108858749



PAGE 1 OF 2
FM-VSU-03
V2 05-09-2023
No. 2023-04



VISAYAS
STATE UNIVERSITY



PHYSICAL PLANT OFFICE
INSTRUMENTATION AND
LABORATORY EQUIPMENT UNIT

19 June 2023

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

Thru: DR. DANIEL LESLIE S. TAN
Vice President for Admin and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Greetings!

I wish that my 60 days monetization of leave credits be granted for the purpose of buying medicine for my cardiovascular disease and diabetes. Thank you very much for your understanding.

Respectfully,

LEGARIO B. RAMOS
Administrative Officer IV, ILEU


DANIEL LESLIE S. TAN



50% of leave only.

**INSTRUMENTATION AND LABORATORY
EQUIPMENT UNIT**
Visayas State University, PQWV+FQ8, Baybay
City, Leyte
Email: ile@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1081



Management
System
ISO 9001:2015

www.tuv.com
ID 9108658749



PAGE 1 OF 2
FM-VSU-03
V2 05-09-2023
No. **2023-03**