



## COLLEGE OF AGRICULTURE AND FOOD SCIENCE

"CHED Center of Excellence in Agriculture"
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October 17, 2022

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

Thru: Dr. Daniel Leslie S. Tan

VP for Administration & Finance

Dear Sir:

Greetings!

May I request to a apply for a 20 days monetization from my accumulated sick leave to help defray expenses for medical checkup, maintenance medicines and other health related expenses.

Thank you very much and hoping for your approval.

Very truly yours,

VICTOR B. ASIO College Dean

Recommending Approval:

BEATRIZ S. BELONIAS VP for Instruction DANIEL LESLIE S. TAN VP for Admin. & Finance

Approved:

EDGARDO E. TULIN University President



Vision: Mission: