



DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES Landline: +63 53 565 0600 Local 1021 Email: dchm@vsu.edu.ph Website: www.vsu.edu.ph

March 28, 2023

DR. EDGARDO E. TULIN

President Visayas State University Visca, Baybay City, Leyte

Dear Dr. Tulin:

I would like to request for your kind approval to allow me to avail of the monetization of leave credits per Memorandum Circular No. 7, s. 2023. Based on the VSU-HRIS status I have accumulated leave credits which can be monetized.

Hoping for your kind approval to this request.

Thank you.

Very truly yours,

NANCY V. DUMAGUING Faculty, DTHM

Noted by:

HANNAH MAE E. QUIMBO Head, DTHM

