



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