



March 28, 2023

**DR. Edgardo E. Tulin**

President

Visayas State University

Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**

VP for Admin & Finance

Visayas State University

Dear Sir:

Greetings!

I would like to request for the monetization of the 200 days of my accumulated sick leave and 50 days of vacation leave. This will be used to purchase house construction supplies and materials.

Thank you very much and hoping for a positive response to this request.

Very truly yours,

**ARSENIO D. RAMOS**

Professor, DOH

Recommending Approval:

**VICTOR B. ASIO**

Dean, CAFS

**DANIEL LESLIE S. TAN**

VP for Admin. & Finance

Approved:

**EDGARDO E. TULIN**

President