

## VSU-TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) PROGRAM

Engineering Workshop Building Visca, Baybay City, Leyte, PHILIPPINES Email: vsu\_tvet@yahoo.com Website: www.vsu.edu.ph

November 11, 2022

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

Dear Pres. Tulin,

Please allow me to monetize my leave credits for medication of my acute Tonsillopharyngitis.

Hoping for your kind approval

Thank you and God Bless

Very truly yours,

ARNULFO M. GUARTE Employee

Approved:

EDGARDO E. TULIN President

