



November 11, 2022

EDGARDO E. TULIN  
President  
Visayas State University  
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