



VISAYAS
STATE UNIVERSITY

OFFICE OF THE CHIEF OF UNIVERSITY
SERVICES FOR HEALTH, EMERGENCY AND
RESCUE (USHER)

Visca, Baybay City, Leyte 65211A
Telephone: (053) 563-8196; 563-7310
Email: usher@vsu.edu.ph
Website: www.vsu.edu.ph

October 24, 2022

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

Thru: **DANIEL LESLIE S. TAN, PhD**
VP for Admin and Finance

Dear Sir,

I would like to apply for 20 days monetization of my leave credits I badly need financial resources for my eye checkup.

Looking forward to your favorable action on this request.

Thank you.

Very truly yours,


JOIE PROCESO S. CAINTIC
Admin Aide III

Recommending Approval:

DR. DANIEL LESLIE S. TAN
Vice-Pres. For Admin and Finance

Approved by:

DR. EDGARDO E. TULIN
President


Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.