



2 February 2023

**DR. DANIEL LESLIE S. TAN**

Vice President for Administration and Finance  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Tan**,

Greetings!

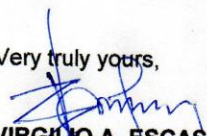
I would like to request your good office to grant me a 20-Day monetization. It is necessary and important to have a stock medicine for my daily maintenance for my prostate enlargement and kidney stone.

It is stressful to regularly look for means to sustain my maintenance. With the high prices nowadays, my salary is insufficient to have enough standby stock medicines for my maintenance.

Your favourably reply to this request is a proof that you value the health of your workers. Attached herewith is my medical certificate.

Thank you and God bless you.

Very truly yours,

  
**VIRGILIO A. ESCASINAS**  
Security Guard III