

January 24, 2024

**DANIEL LESLIE S. TAN**  
OIC-President  
Visayas State University

Dear Sir,

Have a blessed day, I am **Leopoldo S. Escala Jr.**, Administrative Aide IV of Office of the Head of Procurement. I would like to request to allow me to monetize thirty(30) days of my Sick Leave. The amount will help to compensate the Medical Expenses of my Father, Leopoldo M. Escala Sr. (former Job Order employee of PRCRTC). He was diagnosed with a Liver disease and currently confined in OSPA-FMC Ormoc City.

Thank you very much.

Very Truly,



**LEOPOLDO S. ESCALA JR.**  
Admin. Aide IV

Approved:

**DANIEL LESLIE S. TAN**  
OIC-President