

UNIVERSITY INTEGRATED MEDIA CENTER

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 565 0600 local 1089 Email: info@vsu.edu.ph webteam@vsu.edu.ph Website: www.vsu.edu.ph

September 22, 2022

DR. EDGARDO E. TULIN

President Visayas State University Visca, Baybay City, Leyte

Through:

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Dear Dr. Tulin:

May I request your approval for monetization equivalent 60 days of my leave credit. I need financial support because I need treatment of teeth and eyes.

I hope for your favorable action on this request.

Respectfully yours,

GENARO G. GODOY Administrative Aide VI

Noted by:

Approved:

ULDERICO B. ALVIOLA Head, UIMC EDGARDO E. TULIN President