



March 28, 2023

DR. EDGARDO E. TULIN

University President

Visayas State University

ViSCA, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**

VP for Admin and Finance

VSU, Visca, City of Baybay Leyte

Dear Dr. Tulin:

This has relevance to Memorandum Circular No. 7 series of 2023 sent by the Office of the VP for Admin and Finance re: Monetization of Leave Credits (MLC). May I have the privilege to apply for leave credits monetization of 150 days.

Currently, I have 297 sick leave credits and 91 vacation leave credits. If this request to monetize 50% of my total leave credits is granted, this can go a long way in easing up our running expenditures for our residential house repair and construction.

Hoping for your generous approval of this application.

Respectfully,

ANTONIO P. ABAMO

Professor – Agribusiness Management and,

Director for Extension

VSU, Visca, City of Baybay Leyte

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Admin. & Finance



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.