

4 July 2023

**DR. EDGARDO E. TULIN**  
University President IV  
Visayas State University  
Visca, Baybay City, Leyte

**THRU: DR. DANIEL LESLIE S. TAN**  
VP for Administration and Finance  
Visayas State University

**Dear Dr. Tulin:**

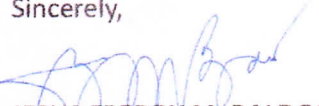
First of all, thank you for allowing me to monetize my leave credits in which I was among those in the First Batch who availed of the monetization.

Despite availing of the said monetization, I found out that the remaining amount is not enough for the matriculation of my son, Florence Jed M. Baldos, who intends to enroll in the Maritime Course in the University of Cebu come first semester of School Year 2023-2024. I really tried hard to convince him to enroll in this prestigious higher education institution for his college degree because aside from the free matriculation he is assured of a quality education that he can acquire from VSU. But I could not really insist because that is his dream to take BS in Marine Transportation.

Thus, I am requesting that I would be allowed to apply for a fifty-day (50) monetization of my leave credits charged from my accumulated sick and vacation leaves for the matriculation of my son.

I hope that this request would merit a favorable response from you.


Sincerely,

  
**JESUS FREDDY M. BALDOS**  
Administrative Officer V

Recommending Approval:

  
**DANIEL LESLIE S. TAN**  
VP for Administration and Finance

APPROVED:

  
**EDGARDO E. TULIN**  
President 07/15/23

Note: 25 days - July  
25 days - Oct/Nov

we have a previous employee req. &  
we also divide her request into half for