

## OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION

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October 4, 2022

**Dr. Daniel Leslie S. Tan**Vice President for Adm. & Finance
Visayas State University
Baybay City, Leyte

Dear Dr. Tan:

Warm greetings!

I would like to request that I be allowed to apply for sixty (60) days of monetization of my leave credits in sustaining the purchase for my maintenance medicines.

Hoping for your kind considerations on this request.

Very truly yours,

JERRY B. POSAS Admin. Aide III