



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