



October 28, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte


Dear Dr. Tulin,

I am formally requesting this letter to apply and avail for a 30 days monetization from my earned and accumulated leave credits. The proceeds of this request will be used to defray travelling expenses to go home in Mindanao in order to facilitate and fast-track the needed pertinent documents to claim benefits of my sister who just passed away. Also to get a local copy of Certificate of Live Birth at local civil registrar as requirement for passport processing.

Anticipating for a favorable action and hoping for your utmost consideration regarding this matter.

Thank you so much and more power.

Sincerely yours,


Dioscoro M. Bolatete, Jr.
Senior Agriculturist
PhilRootcrops

Approved by:

Dr. Edgardo E. Tulin
President