



March 27, 2023

**DR. Edgardo E. Tulin**

President

Visayas State University

Baybay City, Leyte

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

VP for Admin & Finance

Visayas State University

Dear Sir:

Greetings!

I would like to request for the monetization of the 113 days of my accumulated sick leave. This will be used to buy house construction supplies and materials.

Thank you very much and hoping for an affirmative response on this request.

Very truly yours,

**ROSARIO A. SALAS**

Professor, DOH

Recommending Approval:

**VICTOR B. ASIO**

Dean, CAFS

**DANIEL LESLIE S. TAN**

VP for Admin. & Finance

Approved:

**EDGARDO E. TULIN**

President