



NATIONAL COCONUT RESEARCH CENTER-VISAYAS

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March 27, 2023

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

Dear Sir:

I wish to request your kind permission that I will be allowed to monetize 50% of my accumulated leave credits for CY 2023. The proceeds obtained from my accumulated leave credits will be used to repair our personal vehicle.

Sincerely yours,

MARISEL A. LEORNA Assoc. Professor IV