



March 27, 2023

Dr. Edgardo E. Tulin
President
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