

September 25, 2023

DR. EDGARDO E. TULIN
President
Visayas State University
Baybay City, Leyte



Dear Sir,

Warm greetings!

I would like to request approval from your office that I will be allowed to monetize 50 days of my accumulated leave credits. I badly need the money to pay the amount I loaned for my husband's hospitalization and for his burial.

Looking forward to your favorable action on this request.

Thank you.

Very truly yours,

PAULINE S. CAINTIC

Noted:

MARIA JULIET C. CENIZA
Vice President for Research, Extension and Innovation

