



NATIONAL COCONUT RESEARCH CENTER-VISAYAS

Visayas State University Visca Baybay City, Leyte PHILIPPINES Phone/Fax: +63 53 525 0277 Email Address: Website: www.vsu.edu.ph

March 24, 2023

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

Dear Sir:

I wish to request your kind permission that I be allowed to monetize 50% of my accumulated leave credits for CY 2023. The proceeds obtained on my leave monetization will be used to repair / renovate my humble house.

Sincerely yours,

ANTONIO Y ABAYABAY Admin. Aide VI