



**VISAYAS**  
STATE UNIVERSITY



**DEPT. OF AGRICULTURAL  
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March 27, 2023

**DR. EDGARDO E. TULIN**  
President, VSU  
Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie Tan**  
VP for Administration and Finance

Dear **Dr. Tulin**:

I would like to request for monetization of my sick leave credits for 100 days before my retirement in June this year. I have accumulated more than 300 days sick and vacation leaves as per record shown in the HRIS. I badly in need of money for my check up and possible operation of my gallbladder stones and cyst in my arm fit. These concerns greatly need my immediate attention as these are affecting my health. I believe this is the time where I can make use of my accumulated leave credits in this time I needed most.

I hope for the consideration and approval of this request. Thank you.

Very truly yours,

**MILAGROS C. BALES, PhD**  
Professor III  
DAEEEx, VSU