




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 the monetization of my accumulated leave credits will be used for the repair and renovation of our house.

Sincerely yours,


JEREMIAS S. VESTRA
Science Research Assistant