



24 November 2022

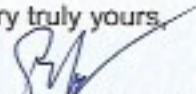
**DR. EDGARDO E. TULIN**  
University President  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Tulin**:

This is to request for monetization of (30) thirty days from my sick leave credits. The said monetary funds is used for my medical needs. After three (3) months medication, my Ophthalmologist Dr. Campilan examined again my eye and according to him, my left eye needs an operation which to be done at OSPA, Ormoc City. Due to lack of funds and no more windows for loans, this is the only way I can produce money so that my eye operation is scheduled as early as possible.

Thank you.

Very truly yours,

  
**ERLINDA S. VALENZONA**  
Admin. Assistant II, OVPA

**NOTED:**

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

**Recommending Approval:**

**DANIEL LESLIE S. TAN**  
VP for Administration & Finance

**APPROVED:**

**EDGARDO E. TULIN**  
President

