



13 October 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
VP for Admin & Finance
Visayas State University

Dear Sir:

Greetings!

I would like to request for the monetization of the 30 days of my accumulated sick leave to help defray expenses for medical checkups required for my health and wellness. Attached herewith is the doctor recommended for my medical consultation.

Thank you very much and hoping for an affirmative response to this request.

Very truly yours,

ROSARIO A. SALAS
Professor, DOH

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:

EDGARDO E. TULIN
President