



March 24, 2023

Dr. Edgardo E. Tulin
President
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 for the repair and renovation of our old house.

Sincerely yours,

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MARIO E. BALIAD
Associate Professor III