



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
HORTICULTURE**

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14 October 2022

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

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

Dear Sir:

Greetings!

I would like to request the monetization of my accumulated sick leave of 30 days in order to help defray expenses for medical laboratory tests required for my health as well as the operation of my son's right arm with Osteochondroma. The doctor's recommendation for my medical consultation is attached.

Thank you very much, and I am hopeful for a positive response to this request.

Yours sincerely,

**MARILOU M. BENITEZ**  
Associate Professor, DOH

Recommending Approval:

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

Approved:

**EDGARDO E. TULIN**  
President