VISAYAS STATE UNIVERSITY

DEPARTMENT OF
**PURE & APPLIED CHEMISTRY**

June 21, 2023

**Edgardo E. Tulin**
President
Visayas State University

Dear **Dr. Tulin**,

This is to request approval of my additional thirty (30) days monetization application charged against my sick leave. The money to be received is urgently needed to buy the construction materials among others which are urgently needed in the major renovation and repair of the VSU housing unit my family is occupying.

Hoping for your favorable action on my request. Thank you very much.

Respectfully yours,

**ELIZABETH S. QUEVEDO, PhD, RCh**
Head, DoPAC

Noted:

**MA. THERESA P. LORETO, PhD**
Dean, CAS

Approved/Disapproved:

**EDGARDO E. TULIN**
President