***Annex A***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

**RANDOLPH B. TORTOLA**

Schools Division Superintendent

Department of Education – El Salvador City Division

El Salvador City, Misamis Oriental

Dear **Sir Tortola**:

I would like to monetize \_\_\_\_\_\_\_\_\_\_ days of my Vacation Leave Credits for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Hoping for your favorable action on this request.

Very truly yours,

**NAME OF EMPLOYEE**

Position

Approved:

**RANDOLPH B. TORTOLA**

Schools Division Superintendent