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(Date)

**COMMO. ROLAND S. RECOMONO (RET.)**

Administrator  
Office for Transportation Security  
Andrews Ave., cor Aurora Blvd.  
Pasay City

THRU: **DIR. MARIA DELIA S. PRESQUITO**

Administrative and Finance Service

Dear Sir:

May I request \_\_\_\_\_ days monetization of my unused leave in accordance with the provisions set under Sec 22 of the Omnibus on Leave and CSC MC #41 series of 1998 to \_\_\_\_\_.

Attached is duly accomplished CSC Form No. 6 (Application for Leave) for your approval and signature.

Anticipating favorable consideration on the matter.

Very truly yours,