



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

March 25, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear Maam:

Warm greetings!

This is in relation to the Memorandum Circular No. 45 Series of 2024 issued by the Office of the President dated last March 7, 2024 with reference from DBM Circular Letter No. 2024-1 regarding on Guidelines on the Processing of Requests for Monetization of Leave Credits in Fiscal Year (FY) 2024 (see attached). Stated in the guidelines that payment of MLC may only be allowed under extraordinary circumstances, e.g. for medical emergencies.

In this regard, I would like to request your favorable approval to allow me to avail for 40 days monetization of my leave credits. The amount will be used to purchase maintenance medicine for my Type II Diabetes Mellitus. Based on record from HRMO-RSPPRO office, I still have a total of 334 days accumulated leave.

Thank you very much and hoping for your favorable approval this request. More power and God bless!

Very truly yours,

CARLITO O. SUGANOB
Admin. Aide VI

Approved:

PROSE IVY G. YEPES
President



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