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9 June 2025

Dr. Prose Ivy G. Yepes
University President
Visayas State University

Dear **Dr. Yepes:**

Greetings!


I am writing to you concerning the issued Memorandum Circular No. 137, Series of 2025, regarding the monetization of leave credits for Calendar Year 2025.

May I therefore respectfully request for the monetization of my twenty-five (25) days earned vacation and sick leave credits. The proceeds will be used to cover the expenses for my wife's upcoming medical check-up. In 2023, she was diagnosed with gallstones and was advised to undergo surgery. This year, my wife will undergo another follow-up check-up as part of her ongoing medical care.

With fervent prayer, I look forward to your favorable action on this request.

Thank you very much, and more power!

Very truly yours,


RAUL T. BAGARINAO
Admin. Aide III

Approved:


PROSE IVY G. YEPES, EdD
University President

OFFICE OF THE PRESIDENT

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