



**VISAYAS**  
STATE UNIVERSITY



**ANNALS OF TROPICAL  
RESEARCH OFFICE**

March 22, 2024

**DR. PROSE IVY G. YEPES**  
University President  
Visayas State University

Dear **Dr. Yepes**,

I hope this letter finds you in a good health and high spirits. I am writing to formally request the monetization of my accrued leave credits for the purpose of covering medical expenses for my 4-month-old son. I hope you will consider allowing for the monetization of 20 days of my accrued leave credits. As you may be aware, my son is currently in need of medical treatment, and I am exploring all available options to ensure he receives the necessary care.

Given the circumstances, I kindly ask for your consideration and approval of this request. The funds obtained through the monetization of my leave credits will greatly assist in alleviating the financial burden associated with my son's medical care.

I assure you that I will continue to fulfill my duties and responsibilities to the best of my ability, even in the event of reduced leave credits. Your understanding and support during this challenging time are sincerely appreciated.

Thank you for your attention to this matter. I look forward to your favorable response.

Very truly yours,

  
**KIMBERLY V. CAINGCOY**

Recommending Approval

  
**VICTOR B. ASIO**  
Editor-in-Chief

Approved:

**PROSE IVY G. YEPES**  
President

*medical cert. of your son  
this generated*