



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**DEVELOPMENT
COMMUNICATION**

24 September 2024

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

Dear **Dr. Yepes**:

Good day!

I am writing to respectfully request the monetization of my accumulated leave credits due to an urgent medical situation involving my daughter. She is currently unwell and requires general check-up, laboratory tests, and immediate medical attention.

I would like to ask your permission to monetize 25 days of my leave credits to help cover the costs of her medical care. This financial support is essential this time to ensure that she receives the necessary medical treatment.

I hope for your favorable action on my request. Thank you very much.

Very truly yours,

LIZA ANN C. JAGONOS
Administrative Staff, DDC

Noted:

ULDERICO B. ALVIOLA
Head, DDC

Approved:

PROSE IVY G. YEPES
University President