

TO: PLBO

302847 or 10/14

TO: FLORENTE DIBAL

Please facilitate payment of this request.  
Thank you:

*Am Flores*

YAS  
ERSITY

## SECURITY & SAFETY SERVICES OFFICE



Thru: **MOISES NEIL V. SEREÑO**  
VP, Administration and Finance

Dear **Yepes**:

Greetings of peace, safety, and security!

I am writing to respectfully bring to your attention a personal matter concerning our security guard, Mr. Virgilio A. Escasinas, who has been diligently serving at our institution. As you may be aware, Mr. Escasinas is currently facing a serious health issue that requires immediate attention. He has been scheduled for a colonoscopy to undergo an operation for a tumor in his colon.

Given the circumstances, I humbly request that the administration consider granting Mr. Escasinas monetary assistance equivalent to 50 days of his leave credits. This gesture of support will not only be a moral boost for Mr. Escasinas but also a testament to the university's commitment to the well-being of its employees.

I have attached a Colonoscopy result from Mr. Escasinas' doctor to support his request. I would be grateful if you could look into this matter and provide a favorable response at your earliest convenience.

Thank you for your time and consideration. If you need any additional information or clarification, please do not hesitate to reach out to me.

Sincerely,

*Virgilio A. Escasinas*  
**VIRGILIO A. ESCASINAS**  
Security Guard III

Noted:

*Moises Neil V. Sereño*  
**MOISES NEIL V. SEREÑO**  
VP, Administration and Finance

Approved by:

*Prose Ivy G. Yepes*  
**PROSE IVY G. YEPES**  
President



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PAGE 1 OF 5  
**FM-VSU-03**  
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