



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**PHILOSOPHY &  
SOCIAL SCIENCES**

November 13, 2024

**Dr. Prose Ivy G. Yepes**

President

Visayas State University

Baybay City, Leyte

Through

**Dr. Elwin Jay Yu**

Vice President for Administration and Finance

Visayas State University

**Dear Dr. Yepes,**

I would like to respectfully request for monetization for a total of 80 days (20 days for my vacation leave and 60 days for my sick leave) to spend for my operation and post – operation therapy.

I am diagnosed with a Tongue Mass, L T/C Malignancy. I have been recommended for surgery (tentative schedule is November 25, 2024) with possible radiation therapy and chemotherapy. The expected recovery period for the operation and therapy is three months or more.

Attached are the medical certificate, clearances from Cardiology, Dental, and Internal Medicine – Endocrinology. Thank you very much.

Sincerely yours,

**Guiraldo C. Fernandez, Jr.**

Faculty,

Visayas State University

Noted by:

**Associate Prof. Al Franjon M. Villaroya**

Head

Department of Philosophy and Social Sciences

Approved :

*[Signature]*  
PROSE IVY G. YEPES EdD. *[initials]*  
PRESIDENT

**DEPARTMENT OF PHILOSOPHY  
& SOCIAL SCIENCES**

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