



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
SECONDARY EDUCATION

DR. PROSE IVY G. YEPES

President
Visayas State University
Baybay City, Leyte

Dear Dr. Yepes,

I am writing to request your kind consideration for the monetization of my leave credits. Due to an unexpected and urgent family matter, I find myself in a situation where I must shoulder the hospital expenses of my mother, who is scheduled to undergo a major surgery. As you may appreciate, the financial burden of medical care is substantial, and I am reaching out to seek support during this challenging time.

In light of these circumstances, I respectfully request that I be granted a 40-day monetization benefit from my leave credits. This would greatly alleviate the financial pressures associated with my mother's treatment and allow me to focus on her recovery without the added stress of financial constraints.

I fully understand the university's policies regarding leave and monetization, and I am more than willing to provide any documentation or further information required to support my request.

I am deeply grateful for your understanding and consideration of this matter, and I remain hopeful for a positive response. Please let me know if there is anything I need to do in order to facilitate this request.

Thank you very much for your time and attention.

Sincerely,


MARILYN N. MANAIG
Faculty
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