

7 November 2025

DR. PROSE IVY G. YEPES

University President
Visayas State University
Baybay City Leyte

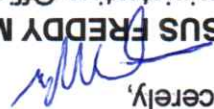
Dear Dr. Yepes,

I would like to request for monetization of my leave credits charged to my Vacation Leave Balance (10 days) and Sick Leave Balance (10 days) for a total of twenty days (20).

I am in dire need of money for matriculations of my two sons enrolled at Western Leyte College in Ormoc and in University of Cebu-METC in Mambaling, Cebu City, respectively.

Thank you very much for your kind approval to my request.

Sincerely,



JESUS FREDDY M. BALDOS
Administrative Officer V