



VISAYAS
STATE UNIVERSITY

**UNIVERSITY INTEGRATED
MEDIA CENTER**

5 September 2024

PROSE IVY G. YEPES, EdD

President

Visayas State University

Visca, Baybay City, Leyte

Through:

DR. ELWIN JAY V. YU

Vice President for Administration and Finance

Dear Dr. Yepes:

May I request your approval for monetization equivalent 22 days of my leave credit. I need financial support because I need treatment of my ear.

Last three weeks I've encountered a problem of my ear swelling and inflammation in the middle ear and the doctor diagnosed it otitis. He has given me medication for two weeks. Until now the ear infection persists. I also experience hearing loss and vertigo. I need a second option, to visit an ENT doctor.

I hope for your favorable action on this request.

Respectfully yours,


GENARO G. GODOY

Administrative Aide VI

Noted by:


ULDERICO B. ALVIOLA

Head, University Integrated Media Center

Approved:


PROSE IVY G. YEPES

President

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Page 1 of 1
FM-VSU-03
V3 06-06-2024
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