

October 7, 2025

**PROSE IVY G. YEPES**

President

Visayas State University

Subject: Request for Monetization of Leave Credits

Dear Ma'am,

I hope this message finds you well. I am Randy S. Valenzona, a regular employee of VSU, serving as Admin Aide III at the Director of Student Affairs and Services Office (DSAS). I am writing to kindly request your approval for the monetization of 20 days of my available leave credits.

As a father of two young boys and currently undergoing health maintenance, I am taking necessary medications to manage my condition. However, I am facing financial difficulties at the moment, which makes it challenging to cover my medical and daily expenses.


I would be deeply grateful if you could approve my request for the monetization of my leave credits to help me support my family and maintain my health.

Thank you very much for your understanding and consideration. May God bless you.

Sincerely,

  
Randy S. Valenzona  
Admin Aide III  
DSAS

Approved

  
PROSE IVY G. YEPES, EdD  
President

Subject to availability of funds