



**VISAYAS**  
STATE UNIVERSITY



**ACCOUNTING**  
OFFICE

December 04, 2024

**Dr. Prose Ivy G. Yepes**  
University President  
VSU, Visca  
Baybay City, Leyte

Dear Dr. Yepes:

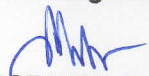
Happy Holidays!

May I request your permission to allow me to apply for 50 days monetization of leave credits. This will be used in processing documents of a lot partition and other related expenses.

Hoping for a favorable response on this request.

Thank you so much!

Best Regards,

  
**NORIETA B. BUSTILLO**  
Admin. Assistant III  
Accounting Office, VSU

**ACCOUNTING OFFICE**

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