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Prose Ivy G. Yepes

Visayas State University

Barangay Pangasugan Visca,

Baybay City, Leyte, 6521

Dear President Prose Ivy,

I hope this letter finds you well. I am writing to respectfully request your approval for the monetization of my service credit and sick leave balances. This request arises from urgent financial circumstances requiring immediate attention.

Last year in May, I was confined in the Ormoc Doctors Hospital because of my asthma. I have undergone many laboratory tests and found out that aside from this, I have an Obstructive Chronic Pulmonary Disease with excess exacerbations. Chronic Obstructive Pulmonary Disease (COPD) is a long-term lung disease characterized by airflow limitation. COPD with excess exacerbations indicates that the individual experiences more frequent and severe exacerbations compared to typical cases of COPD. This increased frequency of exacerbations can have significant implications for the management and prognosis of the disease, often requiring more intensive treatment and monitoring to prevent further deterioration of lung function and overall health (source, google.com)

Thus, required a monthly follow-up check-up and medicines for my maintenance. Just this year, unforeseen medical expenses have emerged, placing a significant strain on my financial resources. Specifically, I am faced with the pressing need to cover expenses related to essential medicines, vaccines, and a recommendation from my Doctor as soon as possible, of a CT scan. These medical necessities demand immediate attention, and I find myself in a position where accessing additional funds is a priority to ensure my well-being.

As a dedicated member of the university community, I am committed to fulfilling my responsibilities with diligence and integrity. However, the current financial strain caused by these

medical expenses necessitates a proactive approach to alleviate the burden. Monetizing my accrued service credit and sick leave balances would provide the financial relief needed to address these pressing obligations promptly.

I understand the importance of adhering to university policies and procedures, and I am prepared to provide any necessary documentation to facilitate this request. Your consideration and support during this challenging time would be greatly appreciated.

Thank you for your attention to this matter. I eagerly await your response and remain hopeful for a favorable outcome.

Sincerely,

Loregin Salili Pugosa

University Employee