



VISAYAS
STATE UNIVERSITY



**INTERNAL AUDIT
SERVICE**

13 October 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Subject: Request for Monetization of Leave Credits

Dear **Dr. Yepes**:

Good day!


I am writing to kindly request your approval for the monetization of 30 days of my available leave credits.

My wife is now pregnant and was advised by her OB-GYNE for a bed rest due to cervix opening that really needs an extra care to prevent preterm birth or complications. Medications and weekly check-up are needed to closely monitor her pregnancy. I am facing financial difficulties at the moment, which makes it challenging to cover our medical and daily expenses as I am the only one working now.


I would be deeply grateful if you could approve my request for the monetization of my leave credits.

Thank you very much for your understanding and consideration.

Respectfully yours,


MARVIN B. BANDALAN
IAS- Internal Auditor I

Approved:


PROSE IVY G. YEPES
University President