



**VISAYAS**  
STATE UNIVERSITY

**VSU**

LABORATORY HIGH SCHOOL

May 28, 2025

**DR. PROSE IVY G. YEPES**  
University President  
Visayas State University  
ViSCA, Baybay City, Leyte

**Subject:** Request for Monetization of Twenty (20) Days of Leave Credits

Dear Dr. Yepes:

Greetings of Peace!

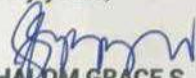
I am writing to your good office to formally request for monetization of my accrued twenty (20) days of leave credits to support my personal medical needs.

The proceeds from this monetization will be used for a comprehensive medical check-up, specifically addressing my reproductive health concerns. Given the sensitivity and importance of reproductive health which impacts not only my physical wellness but also my long-term quality of life. Moreover, this financial assistance will help ease of my medical expenses, allowing me to focus on timely interventions without compromising my financial stability.

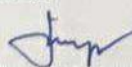
As a member of the VSU community, I assure you that this request is made with utmost responsibility, and I remain committed to fulfilling my duties even as I attend to this pressing need.

I sincerely hope for your kind consideration. Thank you very much for your time and understanding.

Truly yours,

  
**SHALOM GRACE S. VEGA**  
Associate Professor IV, DSEd

Approved:

  
**PROSE IVY G. YEPES**  
President



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