



**VISAYAS**  
STATE UNIVERSITY

**CASHIERING  
OFFICE**

November 13, 2025

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

**Thru: DR. MOISES NEIL V. SERIÑO**  
VP for Administration and Finance

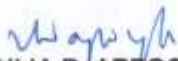
Dear Dr. Yepes,

Good day!

I humbly request for the approval of the monetization of my twenty (20) days accumulated leave credits. The amount shall be utilized for the repair of our kitchen roof and house fence that were damaged by typhoon Tino.

I am hoping for your favorable response to my request. Thank you very much for your support and understanding.

Sincerely,

  
**DAHLIA R. ARPOCEPLE**  
Admin. Assistant II  
VSU, Cashiering Office

Approved:

**DR. MOISES NEIL V. SERIÑO**  
VP for Administration and Finance



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Page 1 of 1  
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