



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
PEST MANAGEMENT

August 1, 2025

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

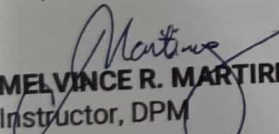
Dear President Yepes,

Good day! I am writing you this letter to allow me process for a monetization of my ten (10) sick leaves. The amount that I will receive will be intended to be used as additional budget for the construction of our simple native bungalow house at Brgy. Pangasugan on December. And of course, I'll spare some of it for Christmas holiday celebration for my family.


Hoping for your positive response.

Thank you and God bless you always!

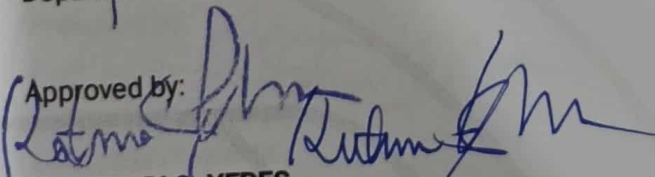
Respectfully Yours,


MELVINCE R. MARTIREZ
Instructor, DPM

Noted by:


ROBELYN T. PIAMONTE
Department Head, DPM

Approved by:


PROSE IVY G. YEPES
University President



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