



March 22, 2024

DR. PROSE IVY G. YEPES

President
Visayas State University
Baybay City Leyte

Dear **Dr. Yepes**:

Greetings of love and prosperity!

I am writing this letter to humbly request for the approval for my application in the monetization of my service credits especially the vacation leave for 15 days for financial support that the university offers to its employees. Your understanding and support during this challenging time would mean a great deal to me.

In this connection, I am currently facing a challenging situation in response to my health condition since the start of the year. Last January, I got pneumonia and acquired asthma due to the weakening of my immune system. Thus, for some time now, I had a month of regular check-ups with my doctor for follow-up check-ups. Moreover, as February ended another challenging situation struck again my body because I was suffering from hyperacidity and bloating, I was scheduled for re check up today and was advised to undergo an upper endoscopy since my acidity is repeatedly reoccurring.

These health conditions and repeatedly coming back and forth with my two doctors for re check-up have impacted my quality of life, especially in my financial expenses despite my best efforts to manage my finances responsibly, it is difficult for me to cover all the necessary expenses since I am also the breadwinner in the family that shoulders all financial needs.

I am grateful for considering this request. I am willing to provide all the documents needed or information of on all the receipts and laboratory tests. Hence, I am very willing to wait patiently for your response.

More power and God bless!

Sincerely yours,

CHRISTY M. DESADES

DTE, Faculty

Approved:

PROSE IVY G. YEPES

President



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