



VISAYAS
STATE UNIVERSITY

**Office for
Innovation**

September 22, 2025

Dr. PROSE IVY G. YEPES

University President,
Visayas State University
Visca, Baybay City, Leyte

Subject: **Request for Monetization of Sick Leave Credits**

Dear President Yepes,

Greetings in Christ precious name.

I am writing with deep humility to request the **monetization of forty (40) days** of my sick leave credits, to help defray urgent and unforeseen expenses related to the passing of a close family member.

My wife's elder sister, **Mrs. Arlene Labrador Bacallan**, aged 68, passed away last September 18, 2025 after a prolonged battle with terminal breast cancer that had metastasized to other organs. She and her husband, Mr. Albert Bacallan (78), lived together in Pacita, San Pedro, Laguna. They had no children and were both recently ill, with Mrs. Bacallan's condition requiring extensive hospitalization.

At present, her remains are still in the hospital morgue, pending settlement of about ₱600,000 in hospital bills, with an additional ₱7,000 charged daily for morgue services. Unfortunately, her siblings—including my wife, **Mrs. Rowena Labrador Sinon**—are unable to shoulder the financial burden. My wife is currently unemployed, and her younger sister, **Mrs. Marites Labrador Viray**, is also undergoing treatment for stage 4 breast cancer.

Given the urgency and humanitarian nature of this situation, I respectfully appeal for your kind approval to monetize a portion of my sick leave balance. This assistance would greatly help in facilitating the release of Mrs. Bacallan's remains and in easing the financial strain on the family.

I am prepared to comply with any documentation or procedural requirements that your office may need to process this request.

Thank you very much for your understanding and compassionate consideration.

Respectfully yours,

Feliciano G. Sinon

Director for Innovation
Visayas State University



Office for Innovation

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