



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**HORTICULTURE**

05 March 2025

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Moises Neil Serio**  
VP for Admin & Finance  
Visayas State University

Dear **Dr., Yepes:**

Greetings!

I would like to request the monetization of my accumulated vacation leave of 20 days to help defray medical expenses, including my ongoing treatment for elevated hypertension and blood sugar, as well as maintenance medicines. This request will also help with the medical needs and medications of my husband and mother, who require continuous medical attention. The increasing costs of consultations, laboratory tests, and essential medicines support would greatly alleviate our burden and ensure we can continue with the necessary treatments. I have attached medical documents and prescriptions for reference. I truly appreciate your time and consideration and hope for a positive response.

Thank you.

Very truly yours,

**MARILOU M. BENITEZ**  
Professor, DOH

Noted:

**ALJAY D. VALIDA**  
Head, DOH

Recommending Approval:

**MOISES NEILV. SERIO**  
VP for Admin & Finance

APPROVED:

**PROSE IVY G. YEPES**  
President



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**FM-VSU-03**  
V4 01-23-2025  
No. DOH-25-471