



**April 12, 2024**

**DR. PROSE IVY G. YEPES**

President  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Yepes:**

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

I hope this letter finds you well. I am writing to formally request the monetization of my accumulated leave credits. As per the policies outlined in the OP Memorandum Circular No.45, s. 2024 with subject Monetization of Leave Credits (MLC), employees are entitled to monetize their accrued leave credits under certain circumstances, subject to approval.

After careful consideration of my personal circumstances, I have decided that it would be beneficial for me to convert my accrued leave credits into monetary compensation. This decision is based on my financial need and personal obligations.

Below are the details of my accumulated leave credits as per my HRIS Account:

- Vacation Leave: 4.491
- Sick Leave: 17.667

Thank you for considering my request. I look forward to a favorable response.

Warm regards,

**John**

Approved:

**DR. PROSE IVY G. YEPES**  
President, Visayas State University