



VISAYAS
STATE UNIVERSITY

FACULTY OF
**FORESTRY &
ENVIRONMENTAL
SCIENCE**

September 30, 2025

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

Thru: **DR. MOISES NEIL V. SERIÑO**
Chairperson, Non-Academic Personnel Board & VP for Admin & Finance

Dear Pres:

I hope this letter finds you well.

With due respect, I am humbly requesting approval to avail a leave beginning **September 30, 2025, until February 28, 2026**, to be charged against my accumulated sick leave credits. This request is brought about by a health condition that requires my full attention and care, as supported by the medical certificate attached herewith.

In connection with this, I would also like to formally inform your good office that I shall be retiring from service effective **February 29, 2026**. I am deeply grateful for the support, guidance, and opportunities I have been blessed with throughout my years of service. It has been a privilege to work alongside such dedicated colleagues and leaders, and I will always cherish the memories and experiences I have gained here.

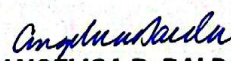
Thank you very much for your kind understanding, consideration, and for the continued support you have extended to me over the years.


Sincerely,


CELSO P. GODOY
Administrative Aide III, FFES

Endorsed by:
FFES Personnel Committee


RENEZITA S. COME
Dean & Chairperson


ANGELICA P. BALDOS
Member


TEOFANES A. PATINDOL
Member




**FACULTY OF FORESTRY AND
ENVIRONMENTAL SCIENCE**
Visayas State University, PQWW+VX4 Baybay City, Leyte
Email: ffes@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1109



Management
System
ISO 9001:2015
www.tuv.com
ID: 9108568749



Page 1 of 2
FM-VSU-03
V4 01-23-2025
No. 25- 



OSPFA-FARMERS' MEDICAL CENTER

Owned & Operated by Ormoc Sugarcane Planters Association, Inc.
Brgy. Can-adieng, Ormoc City
Tel: # (053)255-3194, 561-1701, 561-1702
Fax: # (053)561-6967; E-mail: ospafinc@yahoo.com

MEDICAL CERTIFICATE

Date: September 30, 2025

To Whom It May Concern:

THIS IS TO CERTIFY THAT CELSO P. GODOY of
BRGY. SAN ISIDRO, BAYBAY CITY, LEYTE was examined and treated / confined in this
Hospital on from September 30, 2025 to OPD CASE with the following
findings and/ or diagnosis:

NON-SMALL CELL LUNG CANCER, POORLY DIFFERENTIATED
ADENOCARCINOMA, STAGE IV

NOTE:

ADVISED TO REST FROM SEPTEMBER 30, 2025 TO FEBRUARY 28, 2026.
ON GOING ERLOTINIB DAILY AND ZOLEDRONIC ACID INFUSION EVERY
4 WEEKS

and would need medical attention for _____ day/s barring complications


EMMANUEL P. MORENO, M.D.

Attending Physician

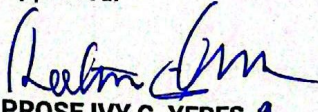
Lic. # 107396

PTR. # 8360957

Recommending Approval:


DR. MOISES NEIL V. SERINO
Chairperson, NAPB & VPAF

Approved:


PROSE IVY G. YEPES
President

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

Page 2 of 2
FM-VSU-03
V4 01-23-2025
No.