



April 15, 2024

**DR. PROSE IVY G. YEPES**

University President  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Yepes:**

I trust this letter finds you in good health. I am writing to formally request the monetization of my accrued service credits. The purpose of this request is to alleviate the financial burden associated with procuring maintenance medication for my father, who is who is a stroke patient.

As a dedicated member of the Department of Business and Management, I am deeply committed to upholding the values and responsibilities inherent to my role within the institution. However, the exigencies of my familial circumstances compel me to seek assistance in the form of monetizing my accrued service credits to address the ongoing medical needs of my father.

The gravity of my father's condition necessitates continuous access to specialized medical care and prescribed medication to mitigate the adverse effects of his ailment and facilitate his ongoing recovery process. The financial constraints incurred as a result of his prolonged medical treatment pose a formidable challenge in affording the requisite maintenance medication essential for his well-being, with me shouldering the expenses solely as a bread winner of the family.

I humbly appeal for your compassionate consideration in approving the monetization of my service credits, which would significantly alleviate the financial strain imposed by the recurring expenses associated with my father's medical care. I assure you of my unwavering commitment to fulfilling my duties and responsibilities within the institution, notwithstanding the personal challenges I currently confront.

Attached with this letter is a copy of my father's prescribed medication. Thank you for your attention to this matter. I eagerly anticipate a favorable resolution to my request and remain at your disposal should you require any further clarification or assistance.

Sincerely yours,

**MARIA ARIES O. POLIQUIT**

Instructor I

Noted:

**MARK C. RATILLA**

Head, DBM

Approved:

**PROSE IVY G. YEPES**

President