



**VISAYAS**  
STATE UNIVERSITY



**INTERNAL AUDIT  
SERVICE OFFICE**

December 26, 2024

**Dr. PROSE IVY G. YEPES**  
President  
Visayas State University

Dear Dr. Yepes,

Greetings of Peace and Good Health!

I hope this letter finds you well. I am writing to formally request the monetization of 60% of my accumulated leave credits, in accordance with the Civil Service Commission guidelines on leave monetization.

Because I don't have enough money, and I can't borrow from government lending institutions and other lenders (VSU-Coop). I had to buy a second multi-cab costing Php75,000.00, for repainting and engine conditioning, and other vehicle accessories. This situation has caused a financial strain, and I intend to use the monetized leave credits for the business of buying and selling the vehicle.

Attached are the necessary document to support my request. I would appreciate your favorable consideration of this matter.

Thank you very much for your understanding and assistance.

God bless you always.

Very truly yours,

  
**DANILO Q. DUMAGUING**  
Internal Auditor III

