



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**COMPUTER SCIENCE
& TECHNOLOGY**

March 18, 2024

DR. PROSE IVY G. YEPES

President, VSU

VisCA, Baybay, Leyte

Thru: **DR. EDGARDO E. TULIN**

VP for Administration and Finance

Madam:

Greetings!

I would like to request for monetization equivalent to forty days (20). I have health problems since I got diagnosed with Thyroid cancer in 2022 and I underwent full thyroidectomy last January 2023. I have a lot of medications each day as well as a laboratory tests every three months to monitor the changes of my blood and protein levels to check for possible cancer cells for earlier intervention. To supplement the financial needs during this time is the reason for my request of this monetization.

I am looking forward to your favorable response to this request.

Thank you very much.

Very truly yours,

MAGDALENE C. UNAJO

Head, DCST

Recommending Approval:

EDGARDO E. TULIN

VP for Administration and Finance

Approved:

PROSE IVY G. YEPES

President

**DEPARTMENT OF COMPUTER
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