



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**PHILOSOPHY &
SOCIAL SCIENCES**

July 29, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear *Dr. Yepes*:

Greetings!

I would like to humbly request a monetization of my 100-day leave credits to cover medication expenses. I have been diagnosed with calcific tendinitis in my right shoulder, and I need to undergo medical treatments. I have been dealing with this condition for a long time, and it already affects my daily activities especially my work. This needs to be treated immediately so it doesn't get worse. Please see attached doctor's prescription and recommendation.


I hope for your approval.

Thank you and God Bless!

Very sincerely yours,


GILDA P. NAYRE
Administrative Aide VI
DPSS

Approved:


PROSE IVY G. YEPES
President

**DEPARTMENT OF PHILOSOPHY
& SOCIAL SCIENCES**

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PAGE 1 OF 1
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