



VISAYAS
STATE UNIVERSITY



H 1544 CP 1114
**NATIONAL COCONUT
RESEARCH CENTER-
VISAYAS**

November 13, 2025

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


Dear **President Yepes**:

Greetings!

I would like to request the monetization of the 30 days of my accumulated leave. This will be used for the medical expenses and maintenance of my son. He was diagnosed with an autoimmune disease and has been maintaining medical treatment for several years already.

Thank you very much, and I am hoping for an affirmative response to his request.

Very truly yours,


DARIO P. LINA
Faculty, NCRC-V

Recommending Approval:


MARISEL A. LEORNA
Director

Approved:


PROSE IVY G. YEPES
President

*subject to availability
of funds*