



**VISAYAS**  
STATE UNIVERSITY

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FM-VSU-03-2025-0919-298571

Opd19

September 17, 2025

**DR. PROSE IVY C. YEPES**

President

Visayas State University

Dear **Dr. Yepes**:

Good day! I am writing you this letter to allow me to process a monetization of my 15 sick leaves. The amount that I will receive will be intended to be used as additional budget for the construction of my house at Brgy. Guadalupe, Baybay City, Leyte and of course, for additional expenses for my medical maintenance.

Respectfully yours,

**Bonifacio Castillo**

Administrative Aide III

Noted by

**DEEJAY M. LUMANAO**

Head, DSS

Approved by:

**PROSE IVY G. YEPES**

President

*Subject to compliance  
to existing rules*



**DEPARTMENT OF SOIL SCIENCE**

Visayas State University, PQWH+97H Baybay City, Leyte

Email: [dss@vsu.edu.ph](mailto:dss@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Phone: +63 53 565 0600 Local 1036



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