



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**21 April 2025**

**DR. PROSE IVY G. YEPES**

University President  
Visayas State University

Dear **Dr. Yepes**,

I am writing to respectfully request the monetization of **twenty (20) leave credits** from my accumulated leave balance. This request is being made in preparation for any additional expenses related to childbirth and postnatal care next month.

I am hoping that I am financially prepared to provide for the necessary medical and personal requirements during this significant period. Monetizing a portion of my leave credits will greatly assist in covering these essential costs, while allowing me to retain sufficient leave credits for use during my maternity leave.

I would greatly appreciate your favorable consideration of this request.

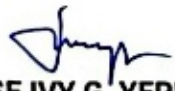
Thank you very much for your understanding and support.

Respectfully yours,

  
**CORAZON A. PADILLA**

Chief of Staff, Office of the President

Approved by:

  
**PROSE IVY G. YEPES, EdD**

University President

**OFFICE OF THE PRESIDENT**

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