

November 11, 2025

**DR. MOISES NIEL V. SERIÑO**  
VP, Administrative and Finance  
Visayas State University  
Visca, Baybay City, Leyte



**Subject: Request for Monetization of 30 Days Service Credit**

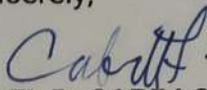
Dear Dr. Seriño,

I, Fidel D. Cabillo, Farm Worker II at VSULHS, respectfully request the monetization of my 30 days service credit prior to my retirement this first quarter of year 2026. This financial assistance will be used in supporting my family and my small family-owned farm that was greatly affected by Typhoon Tino.

I sincerely hope for your kind consideration and a favorable response to this request.

Thank you very much.

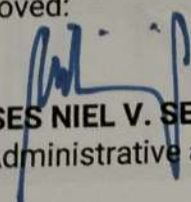
Sincerely,

  
**FIDEL D. CABILLO**  
Farm Worker II, VSULHS

Noted by:

  
**REYMAR C. ORIA**  
Principal, VSULHS

Approved:

  
**MOISES NIEL V. SERIÑO**  
VP, Administrative and Finance

