



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
MATHEMATICS

14 August 2025

DR. PROSE IVY G. YEPES

University President
Visayas State University

Dear **Dr. Yepes**:

I am respectfully requesting the monetization of my accrued leave credits in accordance with existing DBM and VSU policies on the availment of such benefits.


Due to medical reasons, as supported by the attached medical certificate, I am currently experiencing financial constraints arising from my recent medical procedure and ongoing treatment. Since April of this year, I have been under the care of a gastroenterologist in Ormoc City for chronic acid reflux, which has required continuous medication. To help defray these medical expenses and replenish our savings used to cover them, I am seeking approval to monetize **fifteen (15) days** of my earned leave credits.

As stipulated in OP Memo Circular No. 137, series of 2025, on the Monetization of Leave Credits (MLC) for Fiscal Year 2025, I understand that such monetization may be availed of, provided that funds are available for the purpose. In view of this, I am requesting that my application be considered and approved, subject to fund availability.

I look forward to your kind consideration and favorable action on this request.

Thank you very much.

Respectfully yours,


EUSEBIO R. LINA, JR.
Associate Professor, DMath

APPROVED:

PROSE IVY G. YEPES
President



DEPARTMENT OF MATHEMATICS
1/F Old Library Building
VSU, PQWW+JQM Baybay City, Leyte
Email: dmath@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1030



Page 1 of 2
FM-VSU-03
V4 01-23-2025
No. DMath-25-



MICHELLE ONG-CHU, M.D., FPCP, FPSG, FPSDE

Internal Medicine - Gastroenterology and Interventional
Hepatology
Specialist of Gastrointestinal, Liver, Gallbladder &
Pancreatic Diseases



Address: Bonifacio St., Ormoc City, Leyte 6541 Tel. No.: (053) 522-8038 (0917) 773-8038

MEDICAL CERTIFICATE

This is to certify that I have seen and examined LINA, EUSEBIO, JR.
38 years old, male, married of Baybay City who
consulted for abdominal pain

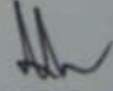
Diagnosis:

1. Reflux Esophagitis LA Grade A
2. Sliding Hiatal Hernia

Remarks:

S/p UGI Endoscopy (6/28/25)

Issued this 28th of June, 2025 upon request of
patient for whatever purpose it may serve except
for legal reasons.


MICHELLE O. CHU, M.D.
PRC # 103621

PTR # 8364298