



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
**COMPUTER SCIENCE
& TECHNOLOGY**

March 13, 2024

DR. PROSE IVY G. YEPES
President, VSU
VisCA, Baybay City, Leyte

Thru: **DR. EDGARDO E. TULIN**
Vice President for Administration and Finance

Dear Ma'am Yepes,

I hope this letter finds you in good health and high spirits. I am writing to formally request the monetization equivalent to fifty days (50) of my leave credits for the purpose of attending to pressing medical matters concerning my family.

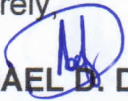
As you may be aware, my wife is currently undergoing a follow-up check-up that require my presence and support. Additionally, both of her parents are in need of regular medical attention, including the procurement of vitamins and other essential medications. Given these circumstances, it has become necessary for me to allocate additional financial resources towards their medical needs.

I deeply value the importance of family and understand the significance of attending to their health requirements, especially during times of need. Therefore, I kindly request your approval for the monetization of my accumulated leave credits to help lessen the financial burden associated with these medical expenses.

I assure you that I will make every effort to minimize any disruption to my work responsibilities during this period. I am fully committed to fulfilling my duties and responsibilities within the organization, and I appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,


MICHAEL D. DAG-UMAN
Administrative Aide III

Recommending approval:

EDGARDO E. TULIN
VP for Administration and Finance

Approved by:
PROSE IVY G. YEPES
VSU, President

