



**VISAYAS**  
STATE UNIVERSITY

FACULTY OF  
**TEACHER EDUCATION**

April 28, 2025

**PROSE IVY G. YEPES, Ed.D**  
University President  
Visayas State University  
Visca, Baybay City, Leyte

Dear President Yepes,

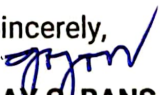
I hope this letter finds you well. I am writing to respectfully request the monetization of my leave credits for the fiscal year 2025. This request is made in support of my sister, who is currently six months pregnant and facing significant medical expenses.

As you may understand, the costs associated with prenatal care and the upcoming delivery are substantial. Monetizing my leave credits would greatly assist in alleviating the financial burden on my family during this critical time.

I have always been committed to my responsibilities at the university and have accumulated these leave credits through dedicated service. I believe that granting this request would not only support my family but also enable me to continue my work with peace of mind, knowing that my sister's medical needs are being met.

Thank you for considering my request. I am hopeful for a positive response and am available to discuss this matter further if needed.

Sincerely,

  
**JAY Q. BANSALE**

Assistant Professor  
Faculty of Teacher Education

Noted:

**LEO A. MAMOLO, Ph.D**  
Dean, Faculty of Teacher Education



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Page 1 of 1  
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