



VISAYAS
STATE UNIVERSITY



NATIONAL COCONUT RESEARCH CENTER- VISAYAS

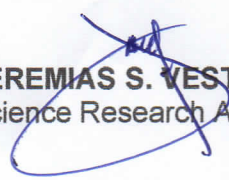
November 17, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

I wish to request your kind permission that I will be allowed to monetize 50% of my accumulated leave credits for CY 2025. The proceeds obtained from the monetization of my accumulated leave credits will be used for the repair and renovation of our house.

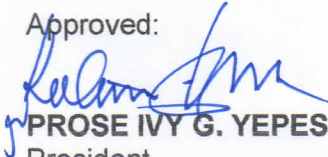
Sincerely yours,


JEREMIAS S. VESTRA
Science Research Assistant

Noted:


MARISEL A. LEORNA
Director

Approved:


PROSE IVY G. YEPES
President