

DR. PROSE IVY G. YEPES

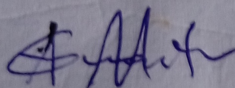
President

Visayas State University

Visca Baybay City, Leyte

Mam,

I am ALAN GUARTE Administrative Aide VI of DABE. I am humbly asking your good office to allow me to monetize my leave credits to sustain my medical expenses.



ALAN GUARTE
EMPLOYEE