



May 7, 2025

PROSE IVY G. YEPES, Ed. D.
UNIVERSITY PRESIDENT
VSU, Visca, Baybay City, Leyte

Dear Dr. Yepes,

Greetings in the Mighty Name of the Lord!

I am writing your good office concerning the issued Memorandum Circular No. 137, Series of 2025 with regard to the monetization of leave credits for CY 2025.

Please be informed that based on my HRIS record, as of this time I have an accumulated service credits of three hundred forty-six (346) days.

May I therefore respectfully request for the monetization of my twenty (20) days earned leave credits. Having reached the premenopausal stage, I am interested to undergo an executive check-up periodically for my physical and psychological well-being.

With fervent prayer, I look forward to your favorable action on this request.

Thank you very much and more power!

Very truly yours,

ROSARIO P. ABELA, Ed.D.
Faculty, DECEED

Approved:

PROSE IVY G. YEPES, ED.D.
University President