

March 15, 2024

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

Thru: **Dr. Edgardo E. Tulin**  
OIC-VP for Admin & Finance  
Visayas State University

Dear Ma'am:

Greetings!

I would like to request the monetization of the 100 days of my accumulated sick leave. This will be used for my medical expenses and maintenance.

Thank you very much and I am hoping for an affirmative response on this request.

Very truly yours,

**ROSARIO A. SALAS**  
Professor, DOH

Recommending Approval:

**VICTOR B. ASIO**  
Dean, CAFS

**EDGARDO E. TULIN**  
OIC- VP for Admin. & Finance

Approved:

**PROSE IVY G. YEPES**  
President



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Page 1 of 1  
**FM-VSU-03**  
V2 05-09-2023  
No. DOH-24-924