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VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

September 19, 2025

DR. PROSE IVY G. YEPES
University President
Visayas State University
Baybay City, Leyte

Dear **Dr. Yepes**:

Good day!

I am writing you this letter to allow me to process for a monetization of my (15) vacation leave. The amount that I will receive will be intended to be used as additional budget for the construction of my house at Brgy. Guadalupe, Baybay City, Leyte. And of course, for additional expenses for my medical maintenance.

Hoping for your positive response.

Thank you and God Bless you always!


Respectfully yours,


ALFREDO D. FLORENDO JR.
Administrative Aide III

Noted:


ROTACIO S. GRAVOSO, Ph.D.
Vice President for Academic Affairs

Approved:


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