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FM-VSU-03-2025-1002-300536

OP 10/02

INSTITUTE OF HUMAN
KINETICS

Dr. Prose Ivy G. Yepes
President
Visayas State University

Dear Dr. Yepes,

Greetings!

We have received OP Memo Circular 137 concerning the Monetization of Leave Credits (MLC) for Fiscal Year 2025. I consider it a privilege to seek the monetization of my leave credits, as I find myself in pressing need of this assistance.

In this regard, I respectfully request that your office grant me the opportunity to monetize 20 days of my leave credits. My financial circumstances have become exceedingly challenging, and I have exhausted all available avenues for loans. The approval of my request to monetize these 20 days could significantly alleviate my financial burden and facilitate a my medical examination to address my health status for me to function well in the unit where I am connected.

Attached herewith are few of my medical results showing my health status.

The approval of this request would greatly enhance my overall well-being. We remain hopeful for a favorable response to this appeal. Thank you very much.

Very truly yours,

ARTURO ALBA, JR.
Utility
Institute of Human Kinetics

Approved:

PROSE IVY G. YEPES
President, VSU



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Page 1 of 2
FM-VSU-03
V2 05-09-2023

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