



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
FOREST SCIENCE

November 14, 2025

Dr. Prose Ivy G. Yepes
President, Visayas State University
Visca, Baybay City, Leyte 6521-A Philippines

Dear President Yepes:

Greetings!

I would like to request for the monetization of my vacation leave for 20 days which will be used to repair our typhoon-damaged residential structure. Part of the said amount will be used for medical check-up and other related expenses.

Hoping for your kind and favorable consideration on this matter.

Thank you very much.

Sincerely,

ARTURO PASA
DFS-FFES Faculty Member



DEPARTMENT OF FOREST SCIENCE

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Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.