

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Visca Baybay City, Leyte

Mam,

I am Arnulfo Guarte Administrative Aide VI of TVET. I am humbly asking your good office to allow me to monetize my leave credits to aide my financial challenges.

  
ARNULFO GUARTE  
EMPLOYEE