



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS

27 October 2025

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

Dear **President Yepes**:

May I request your approval for me to monetize ten (10) days of my accumulated leave? I will use the proceeds for my medication. Herewith is the medical certificate issued by our university physician.

Thank you very much.

Sincerely,

ROTACIO S. GRAVOSO, PhD.
Vice President for Academic Affairs

John
PROSE IVY G. YEPES
University President

*subject to availability
of funds and in
accordance to pertinent BSM
guidelines*
John

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