



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
**DEVELOPMENT
COMMUNICATION**

17 November 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Through: Dr. Moises Neil V. Serino

Dear **President Yepes**:

Good day.

I am writing to humbly request for the approval of 30 days monetization of my leave credits. I recently gave birth via Cesarean section, and the amount from the monetization will greatly help me replenish the funds I have incurred during my childbirth covering medical bills, medication and other childbirth necessities.

Thank you for your kind understanding and hoping for your favorable response.

Very truly yours,

LIZA ANN C. JAGONOS
Administrative Staff, DDC

Noted:

ULDERICO B. ALVIOLA
DDC Head

Approved:

PROSE IVY G. YEPES
University President



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