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# INSTITUTE OF HUMAN KINETICS

May 5, 2025

Dr. Prose Ivy G. Yepes  
President  
Visayas State University

Dear Dr. Yepes,

Greetings!

We received OP Memo Circular 137 regarding the Monetization of Leave Credits (MLC) for Fiscal Year 2025. I consider it a privilege to monetize my leave credits, as I am in dire need of this assistance.

In this regard, I respectfully request your office to grant me the opportunity to monetize 40 days of my leave credits from my total balance of 63 sick and vacation leave credits. Financial circumstances have become exceedingly challenging, and I have exhausted all available loan options. During the rainy season, water seeps into my home—a property I purchased that is habitable but has suffered damage from Typhoon Yolanda. The approval of this request would significantly enhance my available resources for necessary repairs to the house. It would indeed be a delightful early Christmas gift for my family.

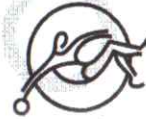
We remain hopeful for a favorable response to this request. Thank you very much.

Very truly yours,

MARY JEAN M. SAPAN  
Faculty, Institute of Human Kinetics

Approved:

PROSE IVY  
IVY PROSE G. YEPES  
President, VSU



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