



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**PHILOSOPHY &
SOCIAL SCIENCES**

November 19, 2025

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


Through

Ms. Louella Chan – Ampac
Director of Finance

Dear Dr. Yepes:

I would like to respectfully **request for monetization for a total of 30 days --- 20 days for my vacation leave credits and 10 days for my sick leave credits.** After checking on my wife's ultrasound results during her doctor's consultation, her doctor advised her to undergo surgery to remove multiple uterine myoma in the first week of January, 2026. With the estimated cost of the surgery to be around three hundred thousand pesos, I have decided to make this monetization request for your approval. Attached are the ultrasound results and additional laboratory requests from her internist in preparation for the surgery. Thank you very much.

Sincerely yours,


Guiraldo C. Fernandez, Jr.
Faculty
Department of Philosophy and Social Sciences