

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Visca Baybay City, Leyte

Mam,

I am LORBERT G. MAZO Administrative Aide I of DABE. I am humbly asking your good office to allow me to monetize my leave credits to sustain my medical expenses.

  
LORBERT G. MAZO  
EMPLOYEE