



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
FOREST SCIENCE

November 14, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Thru: **DR. MOISES NEIL V. SERIÑO**

Vice – President for Administration and Finance

Dear **Dr. Yepes**:

Greetings!

This is respectfully request the monetization of ten (10) days of my accumulated leave credits. The purpose of this request is to generate additional funds needed for the urgent repair of my house, which was affected by the previous typhoon. These repairs are needed are necessary to ensure the safety and livability of our home.

I am hoping for your kind consideration and approval of this request.

Thank you and God bless.

Respectfully yours,

GEORGE S. CIRCULADO

Farm Worker I, FFES



DEPARTMENT OF FOREST SCIENCE

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