



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ANIMAL SCIENCE**

**17 November 2025**

**PROSE IVY G. YEPES**

University President  
Visca, Baybay City, Leyte

**Re: Request for Monetization of Leave Credits**

Dear Dr. Yepes:

Greetings!

I respectfully request approval for the monetization of ten (10) days from my accumulated sick leave credits. The amount to be received from this monetization will be used for the repair and improvement of our housing unit at the VSU Duplex, which sustained damage during the onslaught of Typhoon Tino.

The repair works are scheduled to be undertaken during my planned Christmas leave in the third week of December 2025.

I hope for your kind consideration and favorable approval of this request. Thank you very much.

Respectfully yours,

  
**MANUEL D. GACUTAN JR**

Head/Associate Professor  
Department of Animal Science



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