



**VISAYAS**  
STATE UNIVERSITY

**INSTRUCTIONAL  
MATERIALS  
DEVELOPMENT OFFICE**

26 November 2025

**PROSE IVY G. YEPES, EdD**

President

Visayas State University

Visca, Baybay City, Leyte

**Thru: MOISES NEIL V. SERIÑO**

Vice-President for Administration and Finance &  
Chairman of Non-Academic Personnel Board


Dear Dr. Yepes:

May I request your approval for monetization equivalent 60 days my leave credit. I need financial support because I need treatment for my eyes and repair my house damaged due to Typhoon Tino.


I hope your favorable action on this request.

Respectfully yours,

  
**GENARO C. GODOY**  
Administrative Aide VI

  
**MARK GIL A. VEGA, PhD**  
Head, Instructional Materials Development

Approved:

  
**PROSE IVY G. YEPES, EdD**  
President



**INSTRUCTIONAL MATERIALS  
DEVELOPMENT OFFICE**

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