

November 06, 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Baybay City, Leyte



Through: **DR. MOISES NEIL V. SERIÑO**  
Vice President for Admin and Finance

Dear **Dr. Yepes**:

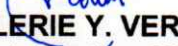
I, **VALERIE Y. VERGIS**, Administrative Officer II of Accounting, VSU, writing to you today under the most difficult and urgent circumstances. I would like to apply a thirty (30) days monetization using my existing leave credits.

Our family has struck by a tragic combination of events such as a devastating natural calamity, a serious medical emergency, and the subsequent loss of a loved one.

My Aunt, Ms. Mariniza A. Valenzona, staying with us, was hospitalized with breast cancer last October 15, 2025 until her death on October 29, 2025 and the burial will be on November 8, 2025. Our home was partially devastated by the recent Typhoon Tino. Earlier of this year, I already applied loans in lending agencies to support the hospitalization and operation of my husband due to vehicle incident. Then recently, I have to support the challenges of my family due to the mentioned tragic combination of events. Today, as a primary provider, my financial status is not that good, likewise to my family. These incidents leaving us in profound emotional distress and facing immediate, insurmountable financial debt. Thus, I am humbly requesting this monetization to be approved to cover these essential expenses and stabilize our family during this profound loss.

Thank you for generosity and support during this exceptionally challenging time.


Very respectfully yours,

  
**VALERIE Y. VERGIS**  
Administrative Officer II  
Accounting, VSU

Recommending approval:

  
**MOISES NEIL V. SERIÑO, Ph.D.**  
Vice President for Admin and Finance

Approved:

  
**PROSE IVY G. YEPES, Ph.D.**  
President