

May 23, 2025

**PROSE IVY G. YEPES, Ed. D.**  
University President  
VSU, Visca, Baybay City, Leyte

Dear Dr. Yepes,

Greetings in the Mighty Name of the Lord!

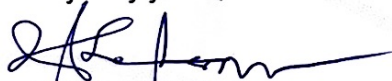
I am writing your good office concerning the issued Memorandum Circular No. 137, Series of 2025 regarding the monetization of leave credits for CY 2025.

May I therefore respectfully request for the monetization of my fifty (50) days earned vacation and sick leave credits. I am interested to undergo another set of executive check-ups for my physical and psychological well-being. Last year, I have known that I have gallstones. This year, I'll be having my follow up executive check-up, though I am hoping to be super healthy.

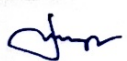
With fervent prayer, I look forward to your favorable action on this request.

Thank you very much and more power!

Very truly yours,

  
**LEO A. MAMOLO**  
Dean, FTE

Approved:

  
**PROSE IVY G. YEPES, Ed. D.**  
University President



**FACULTY OF TEACHER EDUCATION**  
Visayas State University, PQWV+9R Baybay City, Leyte  
Email: [education@vsu.edu.ph](mailto:education@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1037



Management  
System  
ISO 9001:2015

[www.tuv.com](http://www.tuv.com)  
ID 9108058749



Page 1 of 1  
**FM-VSU-03**  
V4 01-23-2025  
No. 25-143