



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

6 January 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear President Yepes:

Warm Greetings!

I hope this message finds you well.

I am writing to formally request a Travel Authority for my upcoming personal trip. I will be marrying my partner on January 22, 2025, and will be on honeymoon in Thailand from January 23-26, 2025. In connection with this, I have filed for a 3-day vacation leave from January 22 to January 24, 2025 (Wednesday – Friday), which includes both the wedding and the honeymoon days.

Since this trip is of a personal nature, I kindly request that the Travel Authority be issued without any cost to the government.

I appreciate your understanding and assistance in processing this request. Please let me know if any further documentation or information is required.

Thank you very much for your support, and I look forward to your favorable response.

Very truly yours,


ISRAEL C. EMBAYARTE
Instructor

Approved:

PROSE IVY G. YEPES
President



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FM-VSU-03
V3 06-06-2024
No. DOE-2025-IC-01