



**VISAYAS**  
STATE UNIVERSITY



COLLEGE OF  
**ARTS & SCIENCES**

22 April 2024

Dr. Arturo E. Pasa  
Director, RCCRDC  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Pasa:

Greetings!

This is in connection with the trip of Mr. Paulo G. Batidor, DStat Head, to attend on behalf of Dr. Prose Ivy G. Yepes, VSU President, the News Conference on the 2023 Report on the Economic Performance of Eastern Visayas Region on April 25, 2024 at 9:00 A.M. at Summit Hotel, Tacloban City.

Mr. Batidor filed a trip ticket for April 25 but unfortunately there is no available vehicle. Although Mr. Batidor decided to go to Tacloban by public conveyance, I tried looking for a vehicle this morning and learned that the vehicle of the RCCRDC will be dispatched to Tacloban at 1:00 P.M. on April 25 to fetch a guest of the ISRDS at the airport at 6:00 P.M. I would like to ask your permission, if I may and if you are amenable, to let the vehicle leave VSU at 6:00 A.M. so that Mr. Batidor can be conducted to Summit Hotel in Tacloban. The staff of ISRDS is also glad that their guest has somebody to talk to in the person of Mr. Batidor on the trip going back to VSU.

I hope this request will merit your kind approval.

Thank you very much. Best regards.

Very truly yours,

  
MA. THERESA P. LORETO  
Dean, CAS

Noted:

PROSE IVY G. YEPES  
VSU President

Approved:

ARTURO E. PASA  
Director, RCCRDC

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