



January 24, 2022

**ALELI A. VILLOCINO**

Vice President, Student Affairs Services  
VSU, Visca, Baybay City, Leyte

Through: **MANOLO B. LORETO, JR.**  
Dean of Students

**Dear Dr. Villocino:**

I would like to request for permission to attend a 2-day convention of the Philippine Association of Campus Advisers and Student Leaders (PACSA/PACSL) which will be held on February 3-4, 2022 via online platform. Annually, this convention is attended by student leaders and faculty/staff who serves as advisers from different universities in the country. The cost of the convention is 1,800.00 inclusive of participation and attendance certificate of membership.

I would be very grateful for this opportunity to increase my knowledge and develop my skills as head of the Student Development Services.


Thank you.

Respectfully yours,

  
**CHRISTIE CYRENE T. TAUY**

Head, Student Development Services

**Recommending Approval:**

  
**MANOLO B. LORETO, JR.**  
Dean of Students

**Approved:**

**ALELI A. VILLOCINO**

Vice President for Student Affairs Services