



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR

**STRATEGIC RESEARCH AND  
DEVELOPMENT STUDIES**

May 6, 2024

**Dr. Prose Ivy G. Yepes**  
President, VSU  
Baybay City, Leyte

Dear **President Yepes**,

Greetings!

I would like to avail of a 5-day educational tour to Vietnam on official time on August 19-23, 2024. In reference to the VSU Employee Manual "For cultural/educational tour, the number of days for official time is a maximum of 5 days. Extension of leave charge to leave credits may be allowed especially if the trip is abroad" (see attached VSU Employee Manual).

This Vietnam trip with my two daughters will allow us to visit universities and establishments that can potentially be part of the social network of my daughters who are in the professional development stage of their lives.

Hoping for your positive response to this request.

Very truly yours,

  
**SALOMA B. GISULGA**

Endorsed by:

**LILIAN B. NUÑEZ**  
ISRDS Director and  
BIDANI Program Leader

Recommending Approval:

**ELWIN JAY V. YU**  
Vice-President for Administration  
and Finance

Approved:

**PROSE IVY G. YEPES**  
President



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