



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ECONOMICS**

9 September 2024

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

**Dear President Yepes:**

Warmest greetings!

My son has completed his Work Internship Program and I promised him that if he finishes it on time, we will go to Hongkong and celebrate his birthday, which is September 13. Since this a personal trip, I have filed for 4 days of leave of absence on September 12-13 (Thursday and Friday) and 16-17 (Monday and Tuesday), 2024. This will be our first father and son bonding since the pandemic

In this connection, may I ask for a Travel Authority without any cost to the government other than my salary for the days that I am on leave.

Anticipating for your kindness and understanding, I remain

Very truly yours,

**ERNESTO F. BULAYOG**  
Economic Department, CME

cc: Department Head, DOE  
College Dean, CME



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