



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

February 14, 2025

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, City of Baybay, Leyte

Dear **Pres. Yepes**,

I greatly appreciate the quick approval of my request to take an educational tour leave on March 18-24, 2025. May I further request for authority to travel abroad.

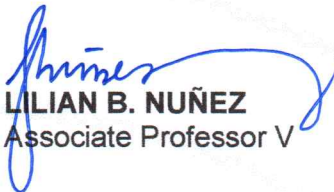
Please find attached the following documents to support this request.

1. Approved request for educational tour leave on March 18-24, 2025
2. Approved Application for Leave with Arrangement for Classes Missed as attachment
3. Designation of ISRDS officer-in-charge to ensure that my responsibilities at work will be covered during my absence

I hope for your approval of this request.

Thank you for your support and best regards.

Very truly yours,


LILIAN B. NUÑEZ
Associate Professor V



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