



VISAYAS
STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR
**STUDENT AFFAIRS AND
SERVICES**

3 October 2024

PROSE IVY G. YEPES
President
Visayas State University

Dear **Dr. Yepes**,

Greetings!

I hope this letter finds you in good health and high spirits.

Maintaining a healthy work-life balance is not only important for health and relationships, but it can also improve employee productivity and performance, and overall well-being, including physical, emotional, and mental health.

In this relation, the undersigned is writing to request your kind consideration to be allowed to avail of an educational tour, a privilege granted to faculty and staff, which was approved through UAdCo Resolution No. 27 series of 2008.

The undersigned will be availing a local educational tour in Manila and Quezon province on October 10, 11 and 14, 2024.

Thank you.


Respectfully yours,


SHEILA MARIE C. LEMOS
Administrative Aide VI

Recommending Approval:


ALELI A. VILLOCINO
VP for Student Affairs and Services

Approved:


PROSE IVY G. YEPES
President

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