

Scan Here *Records*



FM-VSU-03-2024-0722-211639

8/23

AS

RECORDS AND ARCHIVES
OFFICE

BAGONG PILIPINAS

22 July 2024

Dr. Prose Ivy G. Yepes
President, VSU
Visca, Baybay, Leyte

Thru: **Dr. Elwin Jay V. Yu, MD, MPH**
Vice-Pres. For Admin and Finance

Dear Ma'am,

During the COVID-19 pandemic movement of people across the globe was restricted impacting heavily on the tourism industry as well as our desire for leisure trips both locally and abroad. Now, that the world is back to business as usual, more and more people go out wherever place(s) they wish to spend time with friends and families. Thus, I together with my family have planned for a vacation/leisure trip to Negros Island on August 20, 22, and 23, 2024. We intend to visit our relatives in the region as well and explore popular destinations together and spend quality time as a family.

In this light, I would like to request that I be allowed to avail of the 3-day Educational Trip given to employees of the University. This trip will serve as an avenue for us to bond, visit tourist spots, and reconnect with Philippine heritage and tradition.

Thank you very much.

Sincerely,

[Signature]
MARCHO P. BANDALAN
Administrative Aide VI

Recommending Approval:

[Signature]
DR. ELWIN JAY V. YU, MD, MPH
Vice-Pres. For Admin and Finance

Approved by:

[Signature]
DR. PROSE IVY G. YEPES
President



RECORDS AND ARCHIVES OFFICE
Visayas State University, PQWW+RJM, Baybay City, Leyte
Email: ohra@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local: 1065



Management
System
ISO 9001:2015
www.tuv.com
ID: 910858749



Page 1 of 1
FM-VSU-03
V3 06-06-2024
No. 2024-26