



FM-VSU-03-2024-1007-228131

BAGONG PILIPINAS

VISAYAS
STATE UNIVERSITYDEPARTMENT OF
ANIMAL SCIENCE

7 October 2024

PROSE IVY G. YEPES

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Yepes:

Greetings!

I humbly request to ask for your permission to grant me a 5 days Educational Tour leave this November 4-8, 2024. I will be travelling to Surigao Del Norte so I could take care of my personal wellbeing outside of the office.

I can learn about different cultures, lifestyles, and perspectives by visiting new places and interacting with people from diverse backgrounds.

Hoping for your favorable response on this request. Thank you very much!

More Power and God bless you!

Respectfully yours,



Poca Joe A. Didal

Administrative Aide IV, DAS

Noted:


MANUEL D. GACUTAN, Jr.

Head, DAS-CAFS


SUZETTE B. LINA
DEAN, CAFS

Approved:


PROSE IVY G. YEPES

President



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