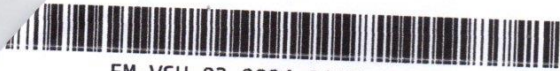


SSD

VSU HRIS

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FM-VSU-03-2024-0917-223511

President
Visayas State University

Dear **Dr. Yepes**,

Greetings!

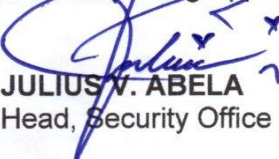
For more than two (2) decades of serving the university as a Security Guard, it is high time to avail of the three-day (3) educational tour privilege granted by the university to its employees. This is to enhance social and spiritual interactions in the places to be visited as I am aiming for a balanced work-life environment.

With this, please allow me to travel locally on October 4-6, 2024. Hoping for your kind consideration. Thank you.

Respectfully yours,


JEREMY S. CAINTIC
Security Guard 2

Recommending Approval:


JULIUS V. ABELA
Head, Security Office

Approved:


PROSE IVY G. YEPES
President