



VISAYAS
STATE UNIVERSITY

FINANCE MANAGEMENT

4 August 2025

DR. PROSE IVY G. YEPES
University President
Visayas State University

Thru: Dr. Moises Neil V. Serioño
Vice Pres. for Admin. and Finance
Visayas State University

Dear Dr. Yepes:

Good day!

We would like to request that we will be allowed to have an Educational Tour on August 22, 26 and 27, 2025. We plan to visit Bukidnon, Mindanao on these dates to explore the beauty of nature and the historical places is one way of unwinding from hectic and stressful activities in the prior months. In relation to this, this will also serve as our team building which aims to build great camaraderie among the staff. Through this event it will be a best way that individual will embrace teamwork and develop a more cohesive team. One of our Job Order staff, Ms. Angelica Pole will be allowed to the Team Building activity on August 26, 2025. We choose these dates for it is not payroll season thus, we can avoid future complaints.

As to the operation of the office, there will be a designated staff to man the offices under my division for these particular dates in order to provide continued services.

In addition, we would like to request to use the University vehicle to ferry us from VSU to Hilongos Wharf on August 22nd at 5:00 AM. Fuel and Allowance for the driver will be shouldered by the group.


Hope this will merit your kind approval.

Thank you.

Very truly yours,


LOUELLA C. AMPAC
Finance Management Director

Recommending Approval:


MOISES NEIL V. SERIOÑO
VP-for Admin. and Finance

Approved:


PROSE IVY G. YEPES
University President

*security & safety
should be given
priority*



FINANCE MANAGEMENT
Visayas State University, Baybay City, Leyte
Email: louella.ampac@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1061



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**List of Personnel on Educational Tour
to Bukidnon, Mindanao on
August 22, 26 - 27, 2025**

BUDGETING

1. Alicia M. Flores
2. Erly S. Esguerra
3. Mona Nena B. Geraldo
4. Winna A. Tagactac
5. Jocelyn T. Co

FINANCE MANAGEMENT OFFICE

1. Louella C. Ampac
2. Angelica P. Pole, JO – Team Building (August 26, 2025)

SKELETAL FORCE:

1. Reynaldo F. Sacro - Finance Management Office
2. Justine P. Orge - FMO - Cash for Work (DOLE)
3. Precilla B. Gorre - Budgeting
4. Carlos M. Vega - Budgeting
5. Marica Cyd C. Urdaneta - Budgeting – Cash for Work (DOLE)