



December 07, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Baybay City, Leyte

Thru: **DR. BEATRIZ S. BELONIAS**

Vice President for Academic Affairs & Chairperson, VSFC-AS

Re: Request for educational leave to travel abroad in the University of Malaysia, Terengganu (UMT) on December 16-22, 2022

Dear Dr. Tulin,

Greetings!

I would like to request that I will be allowed to go for an educational leave from December 16-22, 2022. I will travel to University of Malaysia, Terengganu (UMT) on December 16 and will travel back to Philippines on December 22. My husband, Dr. Moises Neil V. Serifo of the Department of Economics, was invited as a guest lecturer in the university. I would like to take this opportunity to visit UMT and benchmark on program offerings, which might be in line with my academic expertise since I am also slated to go for PhD studies in the coming years. Arrangement for the classes to be missed during the travel period is also attached in this letter (FM-VPA-03).

I am only asking for official time. I will shoulder all the costs related to this travel. I am humbly anticipating for your affirmative response on this request. Thank you very much.

Sincerely yours,

**EUNICE KENEE L. SERIÑO**

Asst. Prof. II, DBS

Noted by:

**DR. ANALYN M. MAZO**

Head, DBS

Endorsed by:

**DR. MA. THERESA P. LORETO**

Dean, CAS

DEC 09 2022

Recommending Approval:

**DR. BEATRIZ S. BELONIAS**

VP for Academic Affairs & Chairman, VSFC-AS

Approved by:

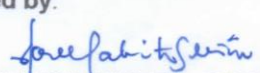
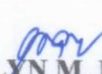
**DR. EDGARDO E. TULIN**

President, VSU



## ARRANGEMENT FOR CLASSES MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department	Date of Filing
EUNICE KENEE L. SERIÑO		DBS	06 December 2022
Subjects Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
Ecol 115 Lab	7-10 F	14	Students will utilize the time to prepare for their given assignments/requirements; materials were uploaded at VSUEE
Ecol 172 Lec	2:30-4 F	35	
<p>Note: For December 16, 2022 only since the following week is already Christmas Break</p>			
<p>Reason(s) of: Travel to the University of Malaysia, Terengganu (UMT)</p> <p>a. Leave: Date(s) <u>December 16-22, 2022</u></p> <p><input type="checkbox"/> Vacation</p> <p><input type="checkbox"/> Sick</p> <p><input checked="" type="checkbox"/> others (Pls. specify) <u>Educational Leave</u></p>		<p>b. Travel: Date(s) <u>December 16-22, 2022</u></p>	
<p><b>Conforme:</b></p> <p>_____ Name &amp; Signature of person taking over the classes(s)</p>		<p><b>Prepared by:</b></p> <p> <u>EUNICE KENEE L. SERIÑO</u> Name &amp; Signature of Instructor/Professor</p>	
<p><b>Approved by:</b></p> <p> <u>ANALYN M. MAZO</u> Name &amp; Signature of Immediate Supervisor Date: <u>12/9/2022</u></p>			

\*to be accomplished in 2 copies





December 07, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Baybay City, Leyte

Subject: Request for an **Authority to Travel** to the University of Malaysia,  
Terengganu (UMT) on December 16-22, 2022

Dear Dr. Tulin,

Greetings!

This is to officially request from your good office for an Authority to Travel to the University of Malaysia, Terengganu (UMT) on December 16-22, 2022. I will be on educational leave as per attached document. I have already made prior arrangements to my classes. I am hoping for your positive response on this request.

Thank you very much.

Sincerely yours,

**EUNICE KENÉE L. SERIÑO**

Asst. Prof. II, DBS

Noted by:

**DR. ANALYN M. MAZO**

Head, DBS