



## OFFICE OF THE DEAN OF STUDENTS

Visca, Baybay City, Leyte, PHILIPPINES Tel No.: 053 565 0600 (loc 1070) Telefax: +63 53 563 7067

Telefax: +63 53 563 7067 Email: usso@vsu.edu.ph Website: www.vsu.edu.ph

December 12, 2022

DR. EDGARDO E. TULIN

President Visayas State University Visca, Baybay City, Leyte

Dear Dr. Tulin:

Greetings!

My family will have the opportunity for a vacation in Malaysia on January 10-16, 2023.

With this, I would like to request for authority to travel on the said dates and to avail of the five-day educational tour privilege granted by the university to its employees.

Thank you.

Respectfully yours,

CHRISTIE CYRENE T. TAUY

Head, Office of the Student Development Services

Recommending Approval:

Mulblut

MANOLO B. LORETO, JR.

Dean of Students

Approved:

EDGARDO E. TULIN

President 010/2/14/2

