



VISAYAS
STATE UNIVERSITY

**FINANCE
MANAGEMENT
OFFICE**

10 December 2024

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



Dear Dr. Yepes:

Good day!

I would like to avail of two (2) days "Educational Tour" privilege (base on Memo. Circular No. 18 s. 2009) on January 2-3, 2025. On these dates, my family and I have scheduled trip to Misamis Oriental particularly in Cagayan De Oro, City. Along with visiting our relatives in the place, we plan to spend time as a family exploring well-known locations. We will get the opportunity to connect, see tourist attractions and re-establish a connection with Philippine customs and traditions through this trip.

Thank you very much for considering my request. I am hopeful for your positive response and look forward to your approval.

Respectfully yours,


JOCELYN T. CO
Admin. Aide VI

Noted:


LOUELLA C. AMPAC
Director, FMO

Recommending Approval:


ELWIN JAY V. YU
Vice Pres. for Admin. and Finance

Approved:


PROSE IVY G. YEPES
University President

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