



VISAYAS
STATE UNIVERSITY

SUPPLY AND PROPERTY MANAGEMENT

Oct 24, 2025

DR. PROSE IVY G. YEPES
President
Visayas State University
Visca, Baybay City, Leyte

Thru: ATTY. RYSAN C. GUINOCOR
Director, Administrative Services

Dear President Yepes:

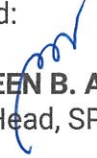
Greetings! I would like to ask for your permission to grant me a 3-day Educational Tour leave this Oct 30, 2025 and Nov 3-4, 2025. I will be traveling to Siargao with my family to have a work life balance and also to collect memorable experiences. I can learn about different cultures, lifestyles, and perspectives by visiting new places and interacting with people from diverse backgrounds.

Hoping for your favorable response on this request. Thank you very much!

More Power and God bless you!
Respectfully yours,


KYBEE M. CAYONE
Admin. Aide IV

Noted:


DOREEN B. ALBA
OIC-Head, SPM


ATTY. RYSAN C. GUINOCOR
Director, Administrative Services

Approved:


PROSE IVY G. YEPES
President



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Page 1 of 1
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