



VISAYAS
STATE UNIVERSITY



**HUMAN RESOURCE
MANAGEMENT OFFICE**

November 25, 2024

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

Thru: HONEY SOFIA V. COLIS
Director, HRMO

Dear President Yepes:

Greetings! I would like to ask for your permission to grant me a 3-day Educational Tour leave this December 19-20, 23, 2024. I will be traveling to Bohol with my family to have a work life balance and also to collect memorable experiences. By this 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,


JENEFER B. JAYME
Admin. Officer III

Noted:


JENNIFER E. ANDO
Head, RSPPRO


HONEY SOFIA V. COLIS
Director, HRMO

Approved:


PROSE IVY G. YEPES
President