



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**VICE PRESIDENT  
FOR RESEARCH,  
EXTENSION, AND  
INNOVATION**

November 5, 2024

**Dr. Prose Ivy G. Yepes**  
President, VSU  
Visca, Baybay City, Leyte

Dear **Dr. Yepes**:

Greetings!

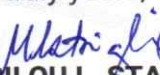
I am writing to respectfully request permission to avail of the Five-Day "Educational Tour" privilege, as per Memo Circular No. 18, S. 2009, for the dates December 23, 24, 26, 27, and 31, 2024.

During these dates, I plan to be in Manila for a much-needed break, as I am nearing retirement. This will allow me to unwind and achieve a work-life balance. Additionally, this trip will serve as a learning experience and provide an opportunity to explore the beautiful tourist attractions in Manila.

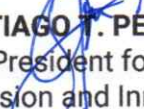
I hope for your kind consideration and approval of this request.

Thank you very much for your attention to this matter. I look forward to your favorable response.


Very truly yours,

  
**MARILOU L. STA. IGLESIA**  
Administrative Aide III

Recommending Approval:

  
**SANTIAGO T. PEÑA, JR.**  
Vice President for Research,  
Extension and Innovation

Approved by:

  
**PROSE IVY G. YEPES**  
President