



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE

**VICE PRESIDENT FOR  
RESEARCH, EXTENSION  
AND INNOVATION**

20 November 2023

**DR. DANIEL LESLIE S. TAN**

OIC President  
Visayas State University  
Baybay City, Leyte

Dear *Dr Tan*:

I would like to request permission and approval from your office that I may be granted the ~~three~~ <sup>five</sup>-day "Educational Leave" privilege on December 15, 18, 19, 20 and 21, 2023.

On these dates, I will be in Manila together with my wife to watch the *Taekwondo* game of my daughter in the 2023 Batang Pinoy & Philippine National Games which will be held at the Cuneta Astrodome.

Thank you and I am looking forward for your positive action on this request.

Very respectfully yours,

  
**ARTEMIO T. NAYRE**  
Administrative Aide III

Recommending Approval:

  
**MARIA JULIET C. CENIZA**  
VP, Research, Extension and Innovation

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC President *oic 11/20/23*

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**FM-VSU-03**  
V2 05-09-2023  
No. **23-312**