



VISAYAS
STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR
**STUDENT AFFAIRS AND
SERVICES**

10 March 2025

PROSE IVY G. YEPES
University President
Visayas State University

Dear **Dr. Yepes**,

Greetings!

I, Sheila Marie C. Lemos, Administrative Assistant II, humbly requests your good office, permission to allow me to travel abroad on the following dates:

- a) March 24-29, 2025 in Shanghai and Hangzhou, China.
Avail educational tour (UAdCo Reso No. 27 series of 2008)
- b) June 25-27, 2025 in Hanoi and Sapa, Vietnam,
Special Privilege Leave will be filed, since this will be a
post-birthday celebration with my sister.

These trips are sponsored respectively by my mother and sister, who resides abroad.

In relation to this, as a requirement for all government employees travelling abroad, I would like to request for an Authorization to Travel from our institution in compliance with OP Memorandum Circular No. 11 series of 2024.

Thank you for your positive response to this request.

Respectfully,

SHEILA MARIE C. LEMOS
Administrative Assistant II

Recommending Approval:

ALELI A. VILLOCINO
VP for Student Affairs and Services

Approved:

PROSE IVY G. YEPES
University President

