



VISAYAS
STATE UNIVERSITY

RECORDS AND ARCHIVES
OFFICE



18 November 2024

Dr. PROSE IVY G. YEPES

President

Visayas State University

Baybay City, Leyte

Thru: **Dr. ELWIN JAY V. YU**

Vice President for Administration & Finance

Dear Dr. Yepes,

Greetings!

I hope this letter finds you in good health and high spirits. I am writing to ask for your kind consideration and permission to take advantage of the three-day educational trip that university staff are entitled to. My family and I have scheduled a trip to Negros Oriental this coming November 21–22, 2024. Along with visiting our relatives in the area, we plan to spend time as a family exploring well-known locations. We will get the opportunity to connect, see tourist attractions, and re-establish a connection with Philippine customs and traditions through this trip.

I promise that taking part in this trip won't conflict with my existing obligations. I'm ready to make all required changes to guarantee that all commitments are fulfilled.

Thank you very much for considering my request. I am hopeful for your positive response and look forward to your approval.

Respectfully yours,

MARIA ROBERTA S. MIRAFLOR

Head, RAO

Noted:

RYSAN C. GUINOCOR

Director, Administrative Services

Recommending Approval:

ELWIN JAY V. YU

VP for Administration and Finance

Approved:

PROSE IVY G. YEPES
President



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Page 1 of 1
FM-VSU-03
V3 06-06-2024
No. **2024-31**