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FM-VSU-03-2024-1017-231326

AYAS
 NIVERSITY

DEAN OF STUDENTS
 OFFICE

Dr. Prose Ivy G. Yepes
President
 Visayas State University
 Visca, Baybay City, Leyte

Through: **Dr. Aleli A. Villocino**
VP for Student Affairs and Services

Madam:

Greeting of Wellness!

Please be informed that I am presently enrolled in PhD Counseling Internship this 1st Semester, SY 2024-2025 and part of the program is our participation in an educational tour to South Korea from December 1-5, 2024.

With this, may I humbly request to avail of the 5-day Educational Leave and for an Authority to Travel Abroad for this purpose. Your approval to this request will help me broaden my horizon and equip me to develop a more culturally sensitive counseling program.

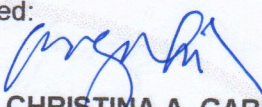
Attached herewith is the endorsement letter from UIC Graduate School with supporting documents on some details of our travel.

Thank you.

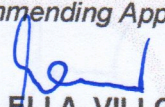
Very truly yours,


CHONA A. BRIT, RGC
Head, Student Welfare Services Office

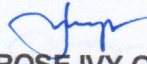
Noted:


DR. CHRISTINA A. GABRILLO
Dean of Students

Recommending Approval:


DR. ALELI A. VILLOCINO
VP for SAS

Approved:


DR. PROSE IVY G. YEPES
President

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 No. **24-241**