



VISAYAS
STATE UNIVERSITY



**UNIVERSITY
REGISTRAR**

January 12, 2024

Dr. Daniel Leslie S. Tan
OIC, President
Visayas State University
Visca, baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**
VP for Academic Affairs

Dear Dr. Tan:

May this letter finds you well. Travelling abroad has been my dream. My son who is an OFW in New Zealand is inviting me and my husband for a visit/tour in his place. The travel/tour is sponsored by our son, and we don't want to miss this great opportunity of seeing the beauty and wonders of New Zealand as we consider this as a dream come true, God willing.

With this, may I humbly request your approval for my leave of absence for two (2) months that is, April and May 2024. Rest assured that all my responsibilities in the Registrar's Office will be properly turned over temporarily in order not to hamper office operations and services to clients.

I fervently pray for your approval of this request.

Thank you.

Very respectfully yours,

MIRIAM M. DE LA TORRE
OIC, University Registrar

Recommending Approval:

BEATRIZ S. BELONIAS, PhD
VP for Academic Affairs

Approved:

DANIEL LESLIE S. TAN, PhD
OIC, President

UNIVERSITY REGISTRAR

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