

INSTRUCTION AND EVALUATION OFFICE

February 23, 2024

DR. DANIEL LESLIE S. TAN OIC-President Visayas State University

Thru: DR. BEATRIZ S. BELONIAS
VP for Academic Affairs

Dear Dr. Tan,

Greetings!

I am writing this letter to formally request to avail of the 5-day educational tour for VSU employees (*UADCO Resolution No, 22 s. 2008*). My family and I plan to go on a family vacation to Vietnam from April 29 to May 3, 2024. Please see the attached file for travel details.

Rest assured that all my classes and responsibilities assigned to me in the office will be taken cared of accordingly before my travel.

If there are any questions/clarifications, you may contact me through VOIP 1104 or email kim_aure@vsu.edu.ph

I am hoping for a positive response on this matter.

Thank you very much.

Respectfully yours,

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Recommending approval:

BEATRIZ S. BELONIAS VP for Academic Affairs TO DANIEL LESLIE S. TAN

Approved

INSTRUCTION AND EVALUATION OFFICE

3/F Administration Building, Visayas State University Baybay City, Leyte Email: odie@vsu.edu.ph

Email: odie@vsu.edu.ph Website: www.vsu.edu.ph Phone: +63 53 565 0600 Local 1104 TÜVRheinland

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