



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](mailto: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

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC-President