



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

22 January 2024

**Dr. Daniel Leslie S. Tan**  
OIC-President  
Visayas State University

**Dear Dr. Tan:**


This is to respectfully request a five-day educational tour/leave from January 29 to February 3, 2024. I will be traveling to Bangkok, Thailand on those dates. The travel will not entail costs from the university.

Furthermore, I would like to seek authority to travel during the specified days.

I have attached the arrangement for missed classes for your perusal.

Your consideration will be greatly appreciated. Hoping for a positive response to this request. Thank you very much and more power.


Very truly yours,

  
**WENCES REY B. DELA PEÑA**  
Faculty, DA

Noted by:

  
**DIONESIO M. BAÑOC**  
Head, DA

Recommending Approval

  
**VICTOR B. ASIO**  
Dean, CAFS

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

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

**DEPARTMENT OF AGRONOMY**

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