

December 03, 2024

**DR. PROSE IVY G. YEPES**  
President  
Office of the President  
Visayas State University  
Visca, Baybay city, Leyte

**Subject:** Request for a 3-day local Educational Leave

Dear **Dr. Yepes:**

Warm greetings!


I am writing to respectfully seek your permission to avail of the 3-day local educational leave. I will go home to Davao city to be with my family and we plan to explore nearby educational places on December 23, 24 and 26th. I have a 5-year-old grandchild whom I would like to bring to the Museo Dabawenyo, Davao Museum of History and Ethnography and other places.

I have already made arrangements for an OIC to assume my administrative and academic responsibilities during the days that I am away from the office.

Looking forward to your approval. Thank you so much.

Sincerely yours,

  
**MARILYN M. BELARMINO**  
Dean, Graduate School

  
Approved By:  
**PROSE IVY G. YEPES, EdD**  
President