



VISAYAS
STATE UNIVERSITY



NATIONAL COCONUT RESEARCH CENTER- VISAYAS

9 December 2024

Dr. Prose Ivy G. Yepes
University President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

The undersigned respectfully requests permission from your office to avail of the educational tour privilege on December 23, 24, 26, 27 & 31, 2024. This tour presents a valuable opportunity for me and my family to explore different parts of the Philippines and visit our relatives within the country.

This request is made in accordance with UAdCo Resolution No. 7, s. 2008, which allows faculty and staff to participate in an educational tour within the Philippines for a maximum of five (5) days, provided it is on official time.

I sincerely hope for your favorable approval.

Respectfully yours,

MARIA FARAH A. VISCARA
Science Aide

Recommending Approval:

MARISEL A. LEORNA
Director

Approved:

PROSE IVY G. YEPES
President

**NATIONAL COCONUT RESEARCH CENTER-
VISAYAS**

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