



**VISAYAS**  
STATE UNIVERSITY

**UNIVERSITY SERVICES FOR  
HEALTH, EMERGENCY AND  
RESCUE (USHER)**

December 05, 2024

DR. PROSE IVY G. YEPES  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: DR. ELWIN JAY V. YU  
VP for Admin and Finance  
Chief, USHER

Dear President Yepes:

Greetings! I would like to ask for your permission to grant me a 3-day Educational Tour leave this December 16-18, 2024. I will be traveling to Cebu with my family to have a work life balance and to collect memorable experiences. By doing this I can learn about different cultures, lifestyles, and perspectives by visiting new places and interacting with people from diverse backgrounds.

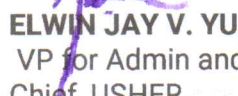
Hoping for your favorable response on this request. Thank you very much!

More Power and God bless you!

Respectfully yours,

  
**JOIE PROCESO S. CAINTIC**  
Driver I

Noted:

  
**ELWIN JAY V. YU**  
VP for Admin and Finance  
Chief, USHER

Approved:

  
**PROSE IVY G. YEPES**  
President



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