



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**SOIL SCIENCE**

May 30, 2024

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

Thru: SUZETTE B. LINA  
Dean, FAFS

Dear President Yepes:

Greetings! I would like to ask for your permission to grant me a 2-day Educational Tour leave this June 13 and 16, 2025. I will be traveling to Cebu and Bohol with my family to have a work life balance and also to collect memorable experiences. 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,

*As pausanos*  
**EMELITA S. PAUSANOS**  
Admin. Aide IV

Noted:

*[Signature]*  
**DEEJAY M. LUMANAO**  
Head, DSS

*[Signature]*  
**SUZETTE B. LINA**  
Dean, FAFS

Approved:

*[Signature]*  
**PROSE IVY G. YEPES**  
President



**DEPARTMENT OF SOIL SCIENCE**  
Visayas State University, PQWH+97H Baybay City, Leyte  
Email: [dss@vsu.edu.ph](mailto:dss@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1036



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